

## Oak Forest Villas

### Board Review of Alleged Violations of Governing Documents

A board officer, usually the President, is assigned to investigate the complaint. Typically, a private conversation, phone call or email results in the issue being resolved. If those do not resolve the problem, a letter may be sent. If the issue still exists, a certified letter with a date for the issue to be resolved may be sent. If still unsuccessful, or the problem has been repeated, the matter is brought before the board and becomes a public matter. All complaints are Association business and open to owner inspection.

If the board decides to issue a fine or suspend use of amenities, that is done at a board meeting which must be an open meeting. If fines or suspension are levied, then the accused is given at least 15 days written notice of a hearing. At the fining hearing, that committee must afford basic due process and allow the accused to be heard, state his or her case, and challenge evidence against him or her. The board also presents its case. The hearing panel then either confirms or rejects the fine and/or suspension that was levied by the board.

In instances when no witness is available, the board may have to consider this a neighbor-to-neighbor disagreement and so notifies the parties that the board lacks authority to handle the matter.

To submit a complaint, the aggrieved party is asked to submit the following information in writing, preferably using the website: <https://ofvsrq.com/oak-forest-home-page/contact-information/>

Names of Involved Parties and Identify Witnesses

Date, Time

What Happened

What Governing Document is Violated? What Part?

Does Any Supporting Evidence Exist (video, audio, written, etc.)

Other Pertinent Details

The Board does not seek out violations as it is not a police body. It needs the support of owners to report issues and asks that residents do so using these methods to provide due process to all involved.