

Kingswood Residents Association

Formal Complaint Process

Effective 2014

1. Any homeowner who wishes to report what they feel is a violation of a CC&R by another homeowner may complete a Formal Complaint Form and submit it to the office of Frank F. Mooney C.P.A. A copy of the complaint will then be distributed to the Board of Directors.
2. The Board of Directors will review all complaints in a timely manner. The Board or Board President will designate an Agent or a Board member to review the matter.
3. If the Board finds that a violation exists, then the Board will send the homeowner a First Notice of Violation letter requesting the homeowner to bring themselves into compliance with the CC&R's within a specified time period. Notice shall be given to the homeowner by certified mail with confirmed receipt.
4. Lack of response to the First Notice of Violation letter, within the specified time period, will be subject to a \$50 fine.
5. Any appeal by the homeowner needs to be in writing and delivered to the office of Frank F. Mooney CPA within 30 days from the date of the First Notice of Violation letter. The Board will respond to an appeal by a homeowner within 30 days from the receipt of such appeal.
6. In an appeal denied, compliance to the CC&R's needs to be accomplished within the specified time period as originally noted in the First Notice of Violation letter or a new agreed upon time frame as determined by the Board.
7. If a notice is uncontested by the homeowner, and the homeowner does not bring themselves into compliance within the specified time period, the Board will send a Second Notice Violation letter, whereby the Board shall assess the homeowner a fine of \$100 a week until the violation has been completely rectified to the Boards satisfaction.
8. If determined necessary, the Board of Directors may seek legal counsel and initiate legal procedures after a Second Notice Violation Letter has been given.

FORMAL COMPLAINT

Date: _____

Kingswood Estates Homeowners' Association, Inc.
P.O. Box 1215
Kings Beach, CA 96143

To: Board of Directors.

The following is a Formal Complaint reporting a violation(s) of certain Covenants, Conditions and Restrictions of the Homeowners Association of which I am a member.

Property Street Address: _____

Action Causing Violation: _____

Specific Article of CC&R Being Violated (if known): _____

Requested Remedy (optional): _____

Thank you for prompt attention to this matter.

Sincerely,

Reported by:

Name: _____ KRA Lot # _____

Address: _____

Phone: __ (____) _____

Email: _____

Attachments (optional):

Photos (optional):