

Waterway Cove HOA
January 11, 2018

The Association's Board of Directors has instituted a Grievance Committee consisting of three members. One person will act as the Chair of the Committee, and the other two will serve on the Committee in support of the Chair appointed by the Board.

At this time, the Board has appointed Richard Sander as Chair of the Committee.

Email: RichardSander@gmail.com

Fax: 1.888.371.6985

Hand delivery: 4454 Barcelona Lane

Where there is an alleged violation, a member of the Association ("the aggrieved party") will report the violation to the Grievance Chair in writing (email, fax or with the attached form). Properly filed grievances must include all of the information from the attached form and will be assigned a number and logged into a grievance log. The log will record all grievance communications until the matter is closed. When closed, the number will end with a [C].

Within three days of receipt of an alleged violation, the Committee will meet in person or electronically to make an initial determination if the alleged violation is within the purview of the Association. Grievances that are determined to fall under the purview of the Association will continue below; grievances that are determined to be outside the purview of the Association will be referred back to the aggrieved party in writing with the Committee's recommendation for alternative resolution.

If a properly filed grievance is determined to fall within the purview of the Association, the Chair will notify the aggrieved party and the alleged violator ("both parties") of the Valid Grievance. If, upon notification, the alleged violator acknowledges the violation, they are expected to remove the violation within 30 days and restrict future actions that would bring about the recreation of the violation.

If the alleged violating party feels that there is no violation, the Committee will schedule a meeting at a time and place that is convenient for all parties. If there is no response from the alleged violating party, the Committee will schedule a meeting and invite the alleged violating party in writing.

At the meeting, both parties may present information to the Committee, which will evaluate and determine the existence of a violation (or lack thereof). If the alleged violating party does not exercise their right to attend, the determination of the Committee will be communicated to them in writing and they are expected to remove the violation and/or restrict future actions that would bring about the recreation of the violation.

Valid, unresolved violations as determined by the Grievance Committee may result in warnings and/or fines as provided by the Association's By-Laws and/or Covenants.

Waterway Cove HOA Grievance Committee – Submit this form (or all information from it) to Richard Sander
RichardSander@gmail.com or by fax 1.888.371.6985 or in person to 4454 Barcelona Lane

Submitted by Name _____

Address _____

Email _____

Alleged Violator(s) Name _____

Address _____

Date/Time of Alleged Violation _____

Describe violation in complete detail, as well as your proposed resolution: