

WCR HOA Covenant Complaint Procedure

As adopted by the Board on October 19, 2018

Step One

When a complaint concerning an alleged covenant violation is received by Foster Management or the Board, Foster or the Board will ask the complaining party to fill out a Complaint Submittal Form and provide some verification of the violation to ensure that a complaint is legitimate. Foster will not send violation letters based solely on a homeowners' request; the complaint must be screened by the Board.

Step Two

If the Board believes that there is a violation, the Board will ask Foster to send a "Courtesy Letter" providing the homeowner with fourteen days to rectify the violation and come into compliance. The homeowner will also be notified that they have the right to a hearing with the Board if they are disputing the violation notice.

Step Three

After fourteen days have passed and if the violation is not cured, the Board will ask Foster to send an "Action Letter." This letter will include the action and/or fine that may take place if the violation is not cured. If the homeowner does not comply or request a hearing within fourteen days of receipt of the Action Letter, a fine may be assessed. The Board will work with Foster to monitor the violation as Foster does not physically inspect properties.