

**SVPOA PROCEDURE FOR PROPERTY COMPLAINTS  
{ESTABLISHED BY BOARD RESOLUTION 8/1/2015}**

Often property owners will contact members of the Board of Directors concerning the appearance and/or safety of another's property. Upon vote of the Board of the merits of each complaint, the following is the procedure to be adhered to by the Board:

1. Verbal communication by two (2) Board members of non-compliance with a statement/list of the areas needing attention and allowing up to six (6) weeks for completion of correction of non-compliance.
2. Formal written statement of non-compliance sent by registered mail from the Board of Directors confirming areas of non-compliance and requiring the property be brought into compliance within six (6) weeks. Work must start within ten (10) days.
3. Formal written notice via attorney of Board of Directors of impending action(s) which may include: notice and hearing regarding non-compliance, penalty and/or discontinuation of water service, board correction, special assessment, lien, foreclosure.