



Spring Valley Lake Association

13325 Spring Valley Parkway

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Code Enforcement Appeal Process

What is a Code Citation?

- *A citation is issued when the property owner has not resolved the violation by the due date stated on the Courtesy Notice.*

How do I appeal a Citation?

- *The Appeal Process is stated on the citation letter.*
- *The citation will have a deadline date for the homeowner to schedule either a Personal Appearance or a Written Appeal with the Citation Review Committee. The citation also states the date of the CRC meeting.*
- *You may schedule a Personal Appearance by contacting the CRC Liaison at (760) 245-9756. The Liaison will give you a time to appear before the committee, and you will receive a confirmation letter of the date and time.*
- *If you are going to submit a Written Appeal, make sure it is forwarded to the CRC Liaison. You will receive a confirmation letter of the date your appeal will be reviewed by the committee.*
- *All citations that have not requested an appeal will be forwarded to the Board as "Uncontested Citations."*

What is the purpose of the Citation Review Committee?

- *The CRC committee reviews all citations that have been issued by Code Enforcement on the first Tuesday of each month.*
- *The committee consists of volunteer homeowners who reviews all citations, and gives a recommendation to the Board of Directors.*
- *Uncontested Citations will be forwarded to the Board with the recommendation of Liable as Charged, with the Min. Fine stated.*

When will I be notified of the Boards ruling?

- *The Board of Directors will review citations on the fourth (4) Monday of the month during their Executive Session.*
- *The Board will make one of the following rulings:*
 - (1) Liable as Charged with Fine*
 - (2) Liable as Charged with Suspended Fine, but an Admin. Fee applied*
 - (3) Liable as charged with a reduced Fine or No Fine*
 - (4) Not Liable as Charged with No Fine*
 - (5) Citation Tabled*
- *After the Boards ruling, you will receive a "Citation Determination – Notice of Responsibility." This legal document contains the Boards decision.*

What if I disagree with the Boards decision?

- *Should you disagree with the Board of Directors, follow the directions written in red on your Citation Determination notice.*
- *You have thirty (30) from the adjudication date to request an appeal with the Board. Contact the Association Office at (760) 245-9756, to request the appeal.*
- *Once again you may submit a Written Appeal or request a Personal Appearance before the Board.*
- *When the Board of Directors has heard your appeal, their decision will be final. No other appeals will be accepted.*