

# COURTESY NOTICES



A COURTESY NOTICE IS SENT TO THE PROPERTY OWNER INFORMING THEM OF A VIOLATION OF THE SVLA RULES + REGULATIONS.

THE COURTESY NOTICE STATES THE DATE OF WHEN THE VIOLATION OCCURRED AND A BRIEF DESCRIPTION OF IT.

IT WILL ALSO LET THE PROPERTY OWNER KNOW THAT IF THE VIOLATION CONTINUES IT COULD LEAD TO A CITATION.

# CITATIONS



A CITATION WILL BE SENT TO A PROPERTY OWNER FOR A VIOLATION OF THE SVLA RULES + REGULATIONS

DUE TO THE NATURE OF THE VIOLATION, THE CITATION MAY BE SENT AFTER A COUPLE COURTESY NOTICES HAVE ALREADY BEEN SENT TO THE PROPERTY OWNER OR THE CITATION MAY BE SENT OUT IMMEDIATELY

## VS

FROM THE PUBLIC SAFETY DEPARTMENT





# CITATION PROCESS

## PART 2

*SVLA Rules & Regulations 1.2: It is the responsibility of all members to ensure that their family members, tenants and guests are familiar with and abide by all Association rules.*

### STEP 1

**THE CITATION IS MAILED OUT TO THE HOMEOWNER. THE CITATION WILL INCLUDE THE DATE THE VIOLATION OCCURRED AND A BRIEF DESCRIPTION OF WHAT HAPPENED.**

### STEP 2

**ONCE IT HAS BEEN SENT OUT, THE HOMEOWNER CANNOT CONTEST THE CITATION UNTIL AFTER THE BOARD OF DIRECTORS HAS MADE A RULING ON WHETHER THE CITATION WILL STAND OR NOT. THE REASON FOR THIS IS, IF THE BOARD DECIDES THAT THE CITATION IS NOT VALID, THERE WILL BE NOTHING FOR THE RESIDENT TO APPEAL.**

**FROM THE PUBLIC SAFETY DEPARTMENT**





# CITATION PROCESS

**PART  
3**

## STEP 3

IF THE BOARD DOES UPHOLD THE CITATION, THEN A LETTER OF DETERMINATION (LOD) WILL BE SENT TO THE RESIDENT EXPLAINING THAT THE CITATION WAS UPHELD AND THE STEPS THEY NEED TO TAKE IF THEY WANT TO APPEAL THE DECISION.

## STEP 4

THESE APPEALS CAN BE MADE IN PERSON BY MAKING AN APPOINTMENT WITH THE ASSOCIATION OFFICE OR THROUGH A WRITTEN DOCUMENT THAT WILL BE REVIEWED AND CONSIDERED BY THE BOARD, WHICH CAN BE MAILED OR DROPPED OFF AT THE PUBLIC SAFETY DEPARTMENT OR THE ASSOCIATION OFFICE.

## STEP 5

AFTER THE BOARD MEMBERS CONSIDERATION, A VERDICT ON THE APPEAL WILL BE MADE AT THE BOARD MEETING. IF ANY CHANGES WILL BE MADE TO THE INITIAL JUDGEMENT A NOTICE WILL BE SENT TO THE HOMEOWNER BY THE ASSOCIATION OFFICE

**FROM THE PUBLIC SAFETY DEPARTMENT**

