

Tahoe-Sierra Meadows Community Assoc. Inc.
P.O. Box 1581
Truckee, Ca. 96160

VIOLATION POLICY

1. All complaints must be in writing. Verbal complaints and/or anonymous complaints will not be accepted unless there is a serious health and/or safety concern. The name of the person that files the complaint will be kept confidential through the in-house violation process. If the matter goes to court we cannot guarantee anonymity. All complaints must be filed with management.
2. A warning letter is mailed to the owner stating the violation and asking for voluntary compliance. If there is no response within 14 days it proceeds to Phase 1. The letter states the violation process. Management sends this letter.
3. Phase 1 is a letter informing the owner that there has been a complaint filed or a violation observed on their property. This letter asks for compliance within 10 business days and a response. Management sends this letter.
4. Phase 2 is a more strongly worded letter allowing 2 business days for compliance. This letter is sent Certified, Return Receipt Requested. Management sends this letter.
5. Phase 3 is another Certified, Return Receipt Requested letter that notifies the owner that the board will hold a hearing to determine if the violation has been abated and, if not, whether to impose a fine. Photos of the violation are taken for the meeting. The owner is encouraged to attend this hearing and to present any and all information relevant to the Boards decision. Management sends this letter after consulting with and receiving approval from the Board of Directors.
6. If a resolution is not possible at the Board level, State Law mandates that the parties try arbitration before litigation. At this point, an attorney should be retained.
7. If arbitration fails, litigation is the next step and the court's decision would be final, pending appeal.

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