

**The Hearing Panel serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRRA Board of Directors.**

## **HEARING PANEL**

Approved March 18, 2006

**Purpose:** The panel was established as a standing committee by the Crystal Lakes Road and Recreation Board of Directors to provide opportunity for the members to appeal officially filed complaints brought forth by any CLRRRA Committee or Association or staff member.

The panel has authority granted by the Board of Directors to carry forward with the administrative actions of the committee filing a complaint and to impose fines. The Hearing Panel serves as the entity for final appeal.

**Membership:** The Hearing Panel consists of three volunteers selected and appointed by the Board of Directors. Initially one Panel member shall serve a one-year term, one Panel member shall serve a two-year term, and one Panel member shall serve a three-year term. When each initial term is completed, each Panel member's term shall be three years in duration and shall be renewed or a new member appointed at the CLRRRA Board's discretion.

**Procedure:** The Hearing Panel will meet each month as needed on the Sunday following the regularly scheduled meeting of the Road and Recreation Board of Directors at 1:00 PM at the Wapiti Center.

- All hearings will be open to the public and will be recorded and transcribed.
- Any property owner who has been cited with a violation has the opportunity to respond to the complaint and present a defense at a hearing.
- Appeals must be submitted by the member cited in writing to the office along with any pertinent documentation.
- Submission of response must be done two weeks prior to any deadline set by the committee filing the complaint and a minimum of one week prior to a scheduled meeting of the Hearing Panel.
- The filing of a response will delay a committee set deadline until the panel convenes to hear the matter.
- Upon receipt of a response, the CLRRRA office will notify the committee involved to request appropriate documentation.
- The citing committee member will attend the hearing.
- Failure to correct a complaint or to file a response or failure to appear for a scheduled hearing before the panel without prior notification will result in administrative action being taken according to the association rules and regulations.