



### HEARING PANEL COMMITTEE

**TITLE:** Hearing Panel Committee (the “Committee”)

**TYPE:** Standing

**PURPOSE:** Provide an opportunity for property owners to appeal officially filed complaints. All final decisions are the responsibility of the Crystal Lakes Road & Recreation Association (CLRRA) Board of Directors.

**AUTHORITY:** The Declaration of Covenants, Conditions and Restrictions for Crystal Lakes Road and Recreation Association (“Declaration”). The Bylaws for Crystal Lakes Road and Recreation Association, the Articles of Incorporation for Crystal Lakes Road and Recreation Association and Colorado law.

**NUMBER OR MEMBERS:** The Committee shall consist of no less than three (3) members selected and appointed by the Crystal Lakes Road and Recreation Association (CLRRA) Board of Directors.

**SELECTION OF MEMBERS:** Voting members are appointed by and serve at the pleasure of the (CLRRA) Board of Directors. A voting member must own at least one lot in Crystal Lakes and remain a member in good standing.

**TERM:** At the pleasure of the CLRRA Board

**MEETING FREQUENCY:** As Needed

**COMMITTEE ORGANIZATION:** The CLRRA Board will appoint the Committee Chair. The Chair selects the Members of the Committee and submits their names to the Board for approval.

#### RESPONSIBILITIES:

1. Carry forward with the administrative actions and written recommendation report of the Committee and impose fines.
2. Prepare a written monthly report for Association’s Board meetings and attend the meetings to answer Board Members’ questions as needed.

#### HEARING PROCEDURE:

1. 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. A written defense may be presented and written permission is required to conduct the hearing without the property owner being present.
2. Appeals must be submitted by the property owner cited, in writing to the office along with any pertinent documentation.
3. Submission of a response must be mailed within seven (7) days of the mailing of the citation and a minimum of one week prior to a scheduled meeting of the Hearing Panel. Failure to file a response within the allowed time period will forfeit the right of appeal.

4. Filing of a response will delay a Committee set deadline until the panel convenes to hear the matter.
5. Upon receipt of a response, the Association Office will notify the Committee involved to request appropriate documentation. The office will schedule the hearing and notify the property owner in writing.
6. The citing committee member, and witnesses, will attend the hearing.
7. Failure to correct a complaint or to file a response or failure to appear for a scheduled hearing before the panel without filing written permission to conduct the hearing will result in administrative action being taken according to the Association's rules and regulations.