



VENTANA OWNERS ASSOCIATION

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August 8, 2013

Resolution

Be it resolved that the Association hereby adopts the following procedure for the reporting and handling of covenant violations.

Procedure For Reporting And Handling Of Covenant Violations

1. Violations may be reported by residents and Board members. City officials may also report violations to the Board should the need arise.
2. All violations must be visually verified by at least one Board member.
3. Method of reporting can be in writing or verbal and received by any Board member. The Board member observing the violation must report it to the Board President as soon as possible.
4. Persons reporting violations and the resident affected shall receive complete confidentiality.
5. All letters sent regarding violations shall clearly reference the affected covenant section by number in addition to describing the violation.
6. A record or log of violations including all letters shall be kept by the Board Secretary. The record can be electronic or paper. Records will be kept for the period of time allowed by law.
7. Time allotted for abatement and further Board actions shall be as follows:
Courtesy Letter: 15 Days
First Warning: 5 Days
Second Warning: 5 Days

Melanson Yes

Buck Yes

Minot Yes

Ritter Yes

Gordon Yes

