

Timber Ridge Property Owner's Association

Procedure for Documenting a Covenants Violation

Article XI, Section 1 Compliance, Paragraph 2 states the following:

Only written requests to review a covenant violation will be accepted by the Board of Directors. Only properties that have a formal complaint will be addressed by the Board of Directors. The Board of Directors will review the request at the next scheduled board meeting and respond within ten (10) days following that meeting, unless a legal opinion is needed. Complaints will be confidential.

What you need to do:

1. Identify the Section Number in Article IX that is being violated.
2. Write a description of the problem.
 - The more descriptive you are the better. It will help the board in their evaluation of the situation.
 - The part of Section 14 that is addressing the “*more than 1 vehicle clause*” needs to have the following documentation: Write a description of the vehicles along with the dates and times of three consecutive days that you observed them being parked in the exact same location.
 - Also related to Section 14: The Board has determined that 1 empty utility trailer may be parked in a similar manner as recreational vehicles during the summer time period.
3. Give this documentation to the Board of Directors as either a handwritten letter or an email. Sign your document and include your mailing address and/or your email address if you want to be notified of the board's action in regard to your complaint.

What the Board will do:

1. At the next regularly scheduled BOD meeting, they will review your complaint and validate that it is a violation.
2. Within 10 days after the board's decision, the following action will happen: If the complaint has been validated, a letter will be sent to the property owner notifying them of the violation and you will be notified of the action taken (if any) by the Board of Directors.
3. The Board will then monitor violations and take appropriate action outlined in the covenants if the property owner continues to be in noncompliance.