

PROCESS FOR HANDLING A VIOLATION OF A CC&R:

1. Discuss with or put into writing and mail your concern to the neighbor you feel is out of compliance. (If the owner does not live in Harbor Lights Estates, the Board or ACC will provide you with the homeowner's address.)

*When involving **the Harbor Lights Estates Homeowners Association Board**, the complaint must be based on actual evidence of a specific CC&R being broken. If the complaint is based on personal disagreements, taste differences, etc., it is not within the jurisdiction of the Board. Complainants must refer to specific CC&R's in all written complaints.*

Verbal complaints will not be accepted or acted upon by the Board or the ACC.

2. If a homeowner does not arrive at a "negotiated" agreement or come to a resolution with the neighbor, concerning the CC&R, the Complainant homeowner can file a formal complaint to the Board on the **Violation Complaint Form**. The form can be mailed or given to any Board member who will accept the form and take it to a Board or ACC meeting. In order to respond in a timely manner, the Board may be called to meeting upon the receipt of a Complaint.
3. The ACC (and if relevant the Board) will discuss and adjudicated the complaint in regard to the CC&R item in question and find a solution deemed appropriate within the jurisdiction of the Board and/or ACC as defined in the **Second Amended Declaration of Protective Covenants, Conditions, and Restrictions** of the Harbor Lights Estates Homeowners Association. In their resolution, the Board will comply with the Association Bylaws and CC&R'S. The Board or ACC cannot make recommendations or requests that do not involve specific CC&R violations or requirements. The Board will conform to the spirit of the law which is to promote neighborhood health, safety, and peace and to protect homeowners' property, as described in Chapter 24.03 RCW, the laws that govern HOA's in the State of Washington.
4. The ACC will write a Response to the Complaint filed and will return copies of the Complaint and Response to both parties. If necessary, the President, the Vice President or another member of the Board or the ACC will speak personally to both the Homeowners on any Complaint or Response form to explain information and/or answer questions regarding the issue. The Board or ACC is responsible for representing the will of the community as expressed through the CC&R's. A Board or ACC member will not act on complaints outside the HOA process described, above.