

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

Policy & Procedures: Request for Compliance Form

Revised 10/13/2015

#1. Acceptance and Control of Request for Compliance Forms:

- a. The Board of Directors ["BoD"] shall maintain a continuous Log of accepted Request Forms.
 - (1) This Log shall list: the sequential Log Number, Lot #, Dates Submitted and Returned
 - (2) Log Numbers shall consist of the year and a dashed sequence number. [eg. 2015-002, 2015-003, etc.]
 - (3) BoD shall maintain this Log, by year, in a single White Notebook Binder located in the Office
- b. The board or committee member [CM] receiving this form shall date and sign the form as being **Received**.
- c. BoD/CM shall mark the request as "disapproved" if the submitter is neither a Lot Owner nor Agent on file.
- d. Forms shall be accepted after the top portion is completely filled out and signed by the Owner/Agent.
 - (1) IF the top portion is NOT completely filled out and initialed, the form is to be marked as "incomplete".
 - (2) IF accepted, BoD shall add the next log number to form's lower left and so annotate / update the Log.
- e. BoD/CM shall sign and date as '**Reply**' then return a copy of such receipt by the same method it was sent.
- f. All accepted and logged requests shall be entered into the minutes of the next regular board meeting.

#2. Processing & Disposition of accepted Request for Compliance Forms:

- a. BoD/CM shall maintain all submitted open requests in a single White Notebook Binder located in the Office.
- b. All requests shall be reviewed by at least 2 BoD members in accordance with the following sequence.
 - (1) Verify the violation is valid and exists –or- that the submitter included a dated, signed deposition;
 - (2) IF valid and/or deposed, the BoD/CM MUST check ALL lots for the existence of similar violations;
 - (3) BoD/CM shall then cause Notice(s) of Infraction to be processed per the Policy/Procedures for Notices.
- c. Once the Compliance Request form is so annotated and signed by at least 2 BoD members;
 - (1) The DATE a copy of the annotated form is **Returned** to the requestor shall be noted and logged;
 - (2) The BoD member returning the form [by the same method received] shall also sign for this action;
 - (3) The completed original Request shall then be filed in the Submitter's lot's office file folder.
 - (4) Note: A letter of explanation shall suffice for step c(1) and c(2) and also be filed in Submitter's file.
- d. The period of time between a Request's Submitted date and Returned date shall be less than 30 days.
- e. All Request forms shall have their status entered into the minutes of the next regular board meeting.