

**Willow Valley Club Association**  
**Board Hearing and Violation Notice Template**

These templates are intended to assist the Willow Valley Club Association (“WVCA”) with documenting alleged violations, scheduling hearings, and maintaining consistent enforcement procedures in accordance with governing documents, adopted policies, and applicable Arizona statutes.

**1. Courtesy Warning Notice**

Date: \_\_\_\_\_

Owner/Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subject: Courtesy Warning Notice

Dear Member:

The Association has received information regarding a possible violation of the governing documents, rules, policies, or regulations of the Willow Valley Club Association involving the following matter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) Observed: \_\_\_\_\_

Requested Corrective Action:

\_\_\_\_\_  
\_\_\_\_\_

Please correct the issue within \_\_\_\_\_ days from the date of this notice.

This notice is intended as a courtesy request for voluntary compliance. Failure to correct the issue may result in additional enforcement action, including formal notice, hearing, fines, suspension of privileges, legal action, or other remedies authorized by the governing documents and Arizona law.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
WVCA Authorized Representative

## 2. Formal Violation Notice and Notice of Hearing

Date: \_\_\_\_\_

Via:  Mail  Email  Hand Delivery

Owner/Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subject: Formal Violation Notice and Notice of Hearing

Dear Member:

This letter serves as formal notice that the Willow Valley Club Association (“WVCA”) alleges that you are in violation of the Association’s governing documents, rules, policies, regulations, or applicable restrictions.

Alleged Violation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Violation:

\_\_\_\_\_

Governing Document or Rule Reference:

\_\_\_\_\_

You are hereby notified that a hearing before the Board of Directors or designated committee has been scheduled as follows:

Hearing Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

You may attend the hearing, present information, provide witnesses, and respond to the allegations. Failure to appear may result in the hearing proceeding in your absence.

Possible enforcement actions may include:

- Written warning
- Monetary fines
- Suspension of member privileges
- Reimbursement assessments
- Legal action
- Other remedies authorized by the governing documents or Arizona law

The Board reserves the right to deliberate in Executive Session where permitted by law.

Please contact the Association if you have questions or require accommodation.

Sincerely,

\_\_\_\_\_  
WVCA Authorized Representative

### 3. Hearing Decision Letter

Date: \_\_\_\_\_

Owner/Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subject: Board Hearing Decision

Dear Member:

A hearing regarding the alleged violation(s) identified in the prior notice was conducted on:

Hearing Date: \_\_\_\_\_

After review of the information presented, the Board of Directors has determined the following:

No violation found

Violation confirmed

Findings/Comments:

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Enforcement Action:

- Courtesy Warning
- Fine in the amount of \$\_\_\_\_\_
- Suspension of privileges
- Corrective action required
- Reimbursement assessment
- Other: \_\_\_\_\_

Compliance Deadline:

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Failure to comply may result in additional enforcement action, legal remedies, collection efforts, or further disciplinary measures as authorized by the governing documents and applicable law.

Sincerely,

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WVCA Authorized Representative

#### **4. Board Hearing Procedures**

Recommended Hearing Procedures:

1. Call Hearing to Order
2. Confirm Attendance
3. State Purpose of Hearing
4. Present Alleged Violation Information
5. Allow Member Response
6. Board Questions and Discussion
7. Close Open Discussion
8. Deliberation by Board
9. Vote on Action if Necessary

## 10. Document Decision in Minutes or Executive Session Notes

### Additional Recommendations:

- Maintain professionalism and neutrality.
- Avoid personal attacks or argumentative conduct.
- Permit reasonable opportunity for the member to respond.
- Use Executive Session for confidential or sensitive matters.
- Keep written records of notices, communications, and decisions.

## 5. Disclaimer

These templates are general governance forms intended for Association administrative use only and do not constitute legal advice. The Association should consult legal counsel regarding enforcement matters, disputes, hearings, fines, due process requirements, or interpretation of governing documents and Arizona law.