

# RCPOA Resolution Information

## HOW TO AVOID A VIOLATION

Take a proactive approach. Before any decisions:

- Study the POA Compliance Requirements that are applicable to your operations.
- Review your permit conditions. Ask questions.
- Post signs near the permitted equipment listing permit limits.
- Identify where records are kept. Know who will be able to provide those records.
- Attend training or watch videos online.
- Download recordkeeping forms to use.
- Request a courtesy inspection; conduct regular self-audits,

## RECEIVED A VIOLATION?

If you receive a Notice of Violation, you should take immediate action to stop the violation. Each additional day the violation is not corrected may be an additional violation. The POA may re-inspect your operation at any time to verify the problem has been corrected.

If you cannot correct the problem immediately, due to conditions beyond your reasonable control, you have the option to request relief in the form of a variance from the covenants committee. A variance will not erase the original violation, but it will allow a limited time to continue to operate as you work to comply with Rules and Regulations.

## RESPONDING TO A VIOLATION

For a Notice of Violation: within fourteen (14) calendar days, advise the POA in writing of the specific actions you have taken or are taking to correct the violation. Your response to the violation may be a factor in determining the settlement, so please address:

- The violation itself (extent of harm, its persistence and duration);
- The actions you took to ensure compliance;
- Please include all necessary permits, county rules and regulations, and licenses;
- If more time is needed to correct the violation, please submit a variance request form.

## VIOLATION SETTLEMENT

The POA resolves most Notices of Violation through the covenants committee, an informal opportunity to resolve a violation without the burden and cost of litigation. If the POA determines that a Notice of Violation should be handled through the covenants committee, you will be sent a letter stating their contact information. The covenants committee will work with the property owner to correct the violation through a plan of action.

If the violation continues, the POA may:

- File a lien on the violated property according to the Bylaws, Article III;
- Foreclose on the property.

If the violation is currently open, you may review a copy of the violation. Once the violation closes, however, you may review all documents that are subject to disclosure. If you have a concern about your resolution, you may contact the POA board directly at [rcpoa30540@gmail.com](mailto:rcpoa30540@gmail.com).

# RCPOA Resolution Action Plan Worksheet

My Goal \_\_\_\_\_

\_\_\_\_\_ will be completed by \_\_\_\_\_ .

What is the first step?	→	Target Completion Date
↓		
What is the second major step?	→	Target Completion Date
↓		
What is the third major step?	→	Target Completion Date
↓		
What is the final step?	→	Target Completion Date

# RCPOA Resolution Management Plan

PROPERTY OWNER NAME

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VIOLATION(S)

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TODAY'S DATE

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GOAL ACHIEVEMENT DATE

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BOARD CONTACT

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OWNER'S TELEPHONE

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**RESOLUTION TO VIOLATION**

1.

2.

3.

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CONSTRAINTS/OBSTACLES	REQUIREMENTS	NEEDED FROM OWNERS	NEEDED FROM BOARD
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

RESOLUTION TIMELINE	GOAL DATE	COMPLETE	NOTES
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

<p style="text-align: center;"><b>PEOPLE THAT CAN HELP ME</b> (include name, telephone, and how they can help)</p> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;"><b>NOTES / COMMENTS</b></p> <hr/> <hr/> <hr/> <hr/>	<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>The goal to a resolution is an objective. It is something that you want to do which takes thought, planning, resources and follow-through.</li> <li>This is an outline of the steps you should go through to complete your goal accurately and to identify how you will achieve it. If you need more space, use additional paper.</li> <li>In order to be achievable, the goal must be realistic. You can quickly determine this by identifying the steps you need to go through in order to reach your goals. If you have difficulty with any of the steps, you should reconsider your goals and the things you need in order to achieve it.</li> <li>Let others help you. Your board contact is someone that can guide you through the task, if you have any questions please do not hesitate to call.</li> <li>Follow and complete this worksheet to ensure the resolution is completed in a timely manner.</li> </ol>
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VARIANCES: