

OLD FARM HOMEOWNERS' ASSOCIATION

Dispute Resolution Procedure

1. Talk with your neighbor to resolve the situation before contacting the Board of Trustees.
2. All complaints/questions must be submitted in writing or via email. Be sure to identify yourself. Anonymous complaints will not be acted upon, unless there is a serious health/safety issue involved.
3. Identify the person/address at issue and be detailed in what you are describing and make reference to sections of the Declaration of Restrictions you feel are applicable. General complaints without identifying an offender will not be addressed.
4. Submit complaints to one or more Trustees, preferably via email.
5. A Trustee will forward anything received to all other Trustees for discussion and delegation to the appropriate committee/person for response.
6. The Trustees will attempt to discuss and resolve the issue with the responsible homeowner prior to taking enforcement action.
7. If the Trustees determine that it is necessary to take enforcement action, notice of the proposed action shall be sent to the violating homeowner via certified and regular mail.
8. Trustees shall keep written record of all actions/conversations on behalf of the Association with respect to complaint.
9. All communications to homeowner concerning enforcement action shall come through one designated officer of the Association, with input from the Board.
10. The complaining party will be informed of the decision/actions taken by the Board on any complaint submitted.