

**Pine Forest Owners Association
Notice of Hearing on Governing Documents Violation
(Form Four)**

Date: _____

The Board has received your request for a hearing on the following Notice of Violation:

Case #: PFOA-_____
(e.g., PFOA-yyyy-Violation #)

Name of Owner: _____

Name of Resident *(if not Owner):* _____

Location of Violation: _____

Violation: _____

Date of Notice of Violation: _____

The hearing is scheduled on:

(Day, date, time, location of meeting)

Should good cause arise that will prevent your attendance at the hearing, you must notify the PFOA Secretary (PO Box 443, Winthrop, WA 98862 or secretary@pine-forest.org) at the earliest possible date prior to the scheduled hearing. Failure to appear or reschedule the hearing may result in the imposition of the fine(s) by default.

You may provide a written summary of your position to the Board up to 10 days prior to the hearing, for distribution to Hearing Panel members. Please do not communicate directly with Hearing Panel members about the case prior to the hearing.

At the hearing, you may present evidence and/or testimony in support of your position. The Hearing Panel may limit the time allowed for such evidence and testimony. Hearing Panel members may ask questions of you, the Board, and/or any other person in attendance. Any evidence presented at the hearing shall become the property of PFOA.

The Hearing Panel will review all evidence and testimony presented and provide its findings and recommendations to the Board, possibly during the same meeting. At either that meeting or the next regular Board meeting or special meeting called for that purpose, the Board will consider the findings and recommendations of the Hearing Panel and accept, reject, or modify the recommendations, or take other appropriate action. If the decision will be made at a later meeting, you will be notified in writing of the meeting date, time, and place. You will also be notified in writing of the Hearing Panel's findings and recommendations, as well as the Board's decision.

Sincerely,

PFOA Secretary