

The Hearing Panel serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.

HEARING PANEL

Approved November 20, 2010

Purpose: The panel was established as a standing committee by the Crystal Lakes Road and Recreation Board of Directors to provide opportunity for Crystal Lakes Road and Recreation members to appeal officially filed complaints brought forth by any CLRRA Committee, Association or staff member, or another CLRRA member. The panel has authority granted by the Board of Directors to carry forward with the administrative actions of the committee filing a complaint and to impose fines. The Hearing Panel serves as the entity for final appeal. The Hearing Panel does not set policy.

Membership: The Hearing Panel consists of three volunteers, and one alternate, selected and appointed by the Board of Directors. Initially one Panel member shall serve a one-year term, one Panel member shall serve a two-year term, and one Panel member shall serve a three-year term. When each initial term is completed, each Panel member's term shall be three years in duration and shall be renewed or a new member appointed at the CLRRA Board's discretion.

Procedure: The Hearing Panel will meet each month as needed on the Sunday following the regularly scheduled meeting of the Road and Recreation Board of Directors at 1:00 PM at the Wapiti Center.

- Any property owner who has been cited with a violation has the opportunity to respond to the complaint and present a defense at a hearing. A written defense may be presented and written permission is required to conduct the hearing without the property being present.
- Appeals must be submitted by the member cited in writing to the office along with any pertinent documentation.
- Submission of response must be mailed within seven (7) days of the mailing of the citation and a minimum of one week prior to a scheduled meeting of the Hearing Panel. Failure to file a response within the allowed time period will forfeit the right of appeal.
- The filing of a response will delay a committee set deadline until the panel convenes to hear the matter.
- Upon receipt of a response, the CLRRA office will notify the committee involved to request appropriate documentation. The office will schedule the hearing and notify the member in writing.
- The citing committee member, and witnesses, will attend the hearing.
- Failure to correct a complaint or to file a response or failure to appear for a scheduled hearing before the panel without filing written permission to conduct the hearing will result in administrative action being taken according to the association rules and regulations.