



Mountain Park HOA Template for Appeal to Board

Action	Responsible Party	Recipient
Member (Appellant) notifies Mtn. Pk. of intent to appeal fine to Board	Member Within 15 calendar days of hearing by Committee	Staff liaison to Committee
Appellant receives written information re: appeal process and what to expect	Staff liaison to Committee	Member
Write explanation of committee's analysis and decision	Committee chair	Board By Wednesday before hearing at Board meeting
Staff researches prior decisions and legal advice	Executive Director and Staff liaison	Board By Wednesday before hearing at Board meeting
Board member identifies concerns or questions (before appeal)	Board member	Board liaison to Committee
Preside at the appeal hearing	Board President	
Provide recap of hearing process: <ul style="list-style-type: none"> • Provide introductions • Recap order of presentations • Review materials • Emphasize Member's responsibilities / limitations • Clarify Member's questions • Explain possible outcome(s) of appeal 	Board President Presentation order: Appellant, then Board liaison to committee (if needed)	
Appellant presents their perspective	Appellant	Board
Address questions raised during appeal process	Board liaison to Committee (If absent, Committee Chair)	
Board considers appeal and makes decisions	Board Members	Appellant
Decision by Board is documented in writing	Staff liaison to Committee	Appellant