



Freedom Hill Cooperative, Inc

11 Redwood Rd, Loudon NH 03307
Phone (603) 545-1239 Fax (603) 224-1788
www.FHCoop.org askfhc@fhcoop.org

PROCEDURE FOR HANDLING VIOLATIONS

Definition: The outlined procedure for addressing any rules violations that come to the Board's attention through the Park Rules Review Committee, the Grievance Committee, or other means

Park Inspection by the Rules Review Committee

- I** The Rules Committee will submit to the BOD a list of violations observed during the three (3) regular park inspections conducted annually as per the Rules Review Committee Policy
- II** The President will review the list initially as a "triage" step, to sort the violations into sub-categories:
 - serious & ongoing
 - new but of a serious nature
 - new but not pressing
 - not an issue (the BOD may be aware of activity for these violations, or have an ongoing agreement in progress)
- III** The President may choose to convene the Board to assist with the initial step in Section II, or may assign one or more Board members to this task, or may use an Executive Session for this step
- IV** **For serious & ongoing violations**
As per the Rules Review Committee Policy, Section III, Part A:
 1. a specific notice will be mailed to those residents who have been in violation repeatedly without response. It will include what is required, with a deadline date (usually 10 days)
 2. If the requirements for compliancy are not met by the deadline, a second notice of "eviction proceedings will commence in 30 days" will be sent, as well as served on the home's door
 3. If compliancy & response is not elicited by Step 2, a notice of eviction will be served, with our attorney or Hodges involved (depending on the violation)
- V** **For new violations**
Whenever possible, the Board will assign an in-person visit initially. All in-person conversations will be followed up with a brief letter or 3-part form confirming the results of the visit

Some violations may be assigned a "Friendly Reminder" notice to be mailed or delivered to the address, by the Secretary or another BOD member

The Board will keep updates for all activity and inform each other of any conversations, responses, or compliancy noted. If a violation continues, it will be moved into the next category