

Process to Address Violations of Columbia Beach Ordinances

Upon receipt of a signed written complaint concerning an alleged violation of a CBCIA ordinance the following process will be followed:¹

1. The Board will investigate the allegation. If there is no clear evidence to support the allegation, the matter will be considered closed, and the complainant will be notified.
2. If it is determined that the allegation is valid, the Board will send a letter to the resident(s) who has violated the ordinance. In this letter, the resident will be asked to comply within a reasonable time frame, which will depend on the type of infraction.
3. If the resident agrees with the board's findings, he or she must rectify the problem within the specified time frame.
 - It is the Board's responsibility to ensure that the resident has rectified the problem at the end of the specified time frame. If the resident fails to do so, the Board will send a second letter informing the resident of the consequences of noncompliance.
4. If the resident disagrees with the Board's findings, the resident has the following options:
 - Within two weeks of receipt of the Board's findings, the resident may submit written documentation to the Board to refute the findings. The Board will then hold a private meeting to consider the resident's documentation.
 - OR
 - Within two weeks of receipt of the Board's findings, the resident can request, in writing, a meeting with the Board to discuss the allegation. The Board will schedule a private meeting with the resident for this purpose.
5. If the board receives no response from the homeowner within two weeks, the board will then send a letter informing the resident of the consequence of noncompliance and/or the Board will seek legal council.
6. If the Board and the resident resolve the issue satisfactorily, the Board will issue a letter to the resident stating the matter has been resolved.
7. If the Board and the resident can not resolve the issue satisfactorily through the Board's consideration of the resident's refutation letter or through a meeting with the resident, the Board will then send a letter informing the resident of the consequences of noncompliance and/or the Board will seek legal council. If a resident is found to be in violation of an ordinance, he/she will be responsible for both parties' court costs. If the Board is found to be at fault, it will be responsible for both parties' court costs.

¹ In complaint letters, residents must cite the specific ordinance they believe is being violated. Our community ordinances can be found at <http://www.cbcia.org/CommunityGovernance/Ordinances/index.html>.