



# shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

## Appeal Request Form

TO:  Rules Committee  Board of Directors

Waiver of Committee Review \_\_\_\_\_ and \_\_\_\_\_  
Signed by: *Appellant/Date* *Committee Chair/Date (acknowledge only)*

Waiver of Mediation \_\_\_\_\_ and \_\_\_\_\_  
Signed by: *Appellant/Date* *Other Party Involved/Date*

Name/Committee: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
*(Please Print)*

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please ✓ the Committee whose decision you are appealing.**

*(If you are appealing the decisions of more than one committee, use a separate form for each appeal.)*

Rules	Architectural Compliance	Lot	Greenbelt	Other:
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### Reason for Appeal

#### To be Completed by the Appellant

Specifically state the Committee decision being appealed and the grounds for your appeal. Appeals determined to be incomplete will be returned to the Appellant.

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*Attach additional sheets as necessary.*

Within seven (7) business days of receipt of this Form, the Rules Committee or the Board will schedule an appeal hearing to be held at the convenience of its members and the appellant. Please indicate below the dates and times you could be available:

Month \_\_\_\_\_ Days \_\_\_\_\_ Times \_\_\_\_\_

Month \_\_\_\_\_ Days \_\_\_\_\_ Times \_\_\_\_\_

Appellant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Attachment: R&R Part II, Chapter 20.030*

#### *(Office Use Only)*

Appeal Deposit Paid: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_; Initials/Date: \_\_\_\_\_

**Appeal Fees are Non-Refundable**

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### 20.030 Appeals from committee decisions

Any objection to a committee decision shall first be handled at the committee level by offering a committee decision review to the member. This must be accomplished prior to filing an appeal to the Rules Committee.

#### 20.030.010 Committee decision review at committee level

- A. An affected member may file an application for a review of a committee decision with the committee involved within 15 days of notification of the decision by the committee.
1. Notice of the committee's original decision will be given as determined by the committee's operating guidelines and shall be considered delivered upon execution of the delivery action.
  2. Upon receipt of a request for a review of a committee decision, and if it is appropriate, the committee may again offer mediation to the parties as provided for in Chapter 20.020.
  3. If mediation is offered and then refused, the committee shall establish a review date/time/location and notify all parties involved in writing at least 10 days in advance of the review.
  4. The review date/time will be set at the convenience of the committee and affected member and scheduled not later than 30 days from the date of receipt of the review request.
  5. Upon completion of the review, the committee shall notify the affected member and other parties involved of its decision.
  6. The notice of the review schedule from the committee and the notice of the committee's decision will be delivered by U.S. Certified Mail to the mailing address on file at the Shelter Bay Business Office.
- B. No appeal to the Rules Committee may be made unless the member has been offered and declined mediation and has waived a review. This shall be noted on the appeal request form.
- C. A decision of the committee involved may be appealed to the Rules Committee within 30 days of notice of the committee's decision.
- D. "Other parties involved" is defined as all those members directly affected by the committee's decision.

#### 20.030.020 Appeals to rules committee and board of directors

All appeals shall follow the same basic procedure. The following are the guidelines for the procedure and other pertinent advice regarding appeal matters.

##### A. Definitions

1. "Reviewing Authority" – the Rules Committee or the Board of Directors.
2. "Appellant" – the community member, his/her representative or committee filing the appeal.
3. "Affected Party or Parties" – any community members who would be affected by the resulting decisions of the committee, Rules Committee or Board of Directors.

##### B. Process

1. The appellant must initiate an appeal within 30 days of the decision. Appeals filed after this 30-day limitation shall not be heard.
2. An appeal may be initiated by any community member or by any committee by filing an Appeal Request Form as attached to this chapter. For community members a fee is required in accordance with the Schedule of Fees. Simultaneous appeals from two or more committee decisions are to be made separately; however, they require only one fee if it is found the appeals are interrelated.
3. An appeal of an initial fine levied by the Rules Committee shall be made back to the Rules Committee. The Rules Committee appeal decision may then be appealed to the Board of Directors. The Board is the only authority that can mitigate or make compromises on a fine.
4. The appeal must clearly state the decision(s) being appealed and the grounds for the appeal. Any additional documents must be submitted with the Appeal Request Form. The opening statement of the purpose of the hearing will be based on the appeal form and documents.
5. Upon receipt of the Appeal Request Form and accompanying deposit, the Board Secretary, or the Rules Committee Chair, as appropriate, shall determine if the Appeal Request Form is complete. If it is deemed incomplete, it shall be returned to the appellant stating the area of deficiency and requesting that the completed appeal form be resubmitted to the reviewing authority within 10 business days.

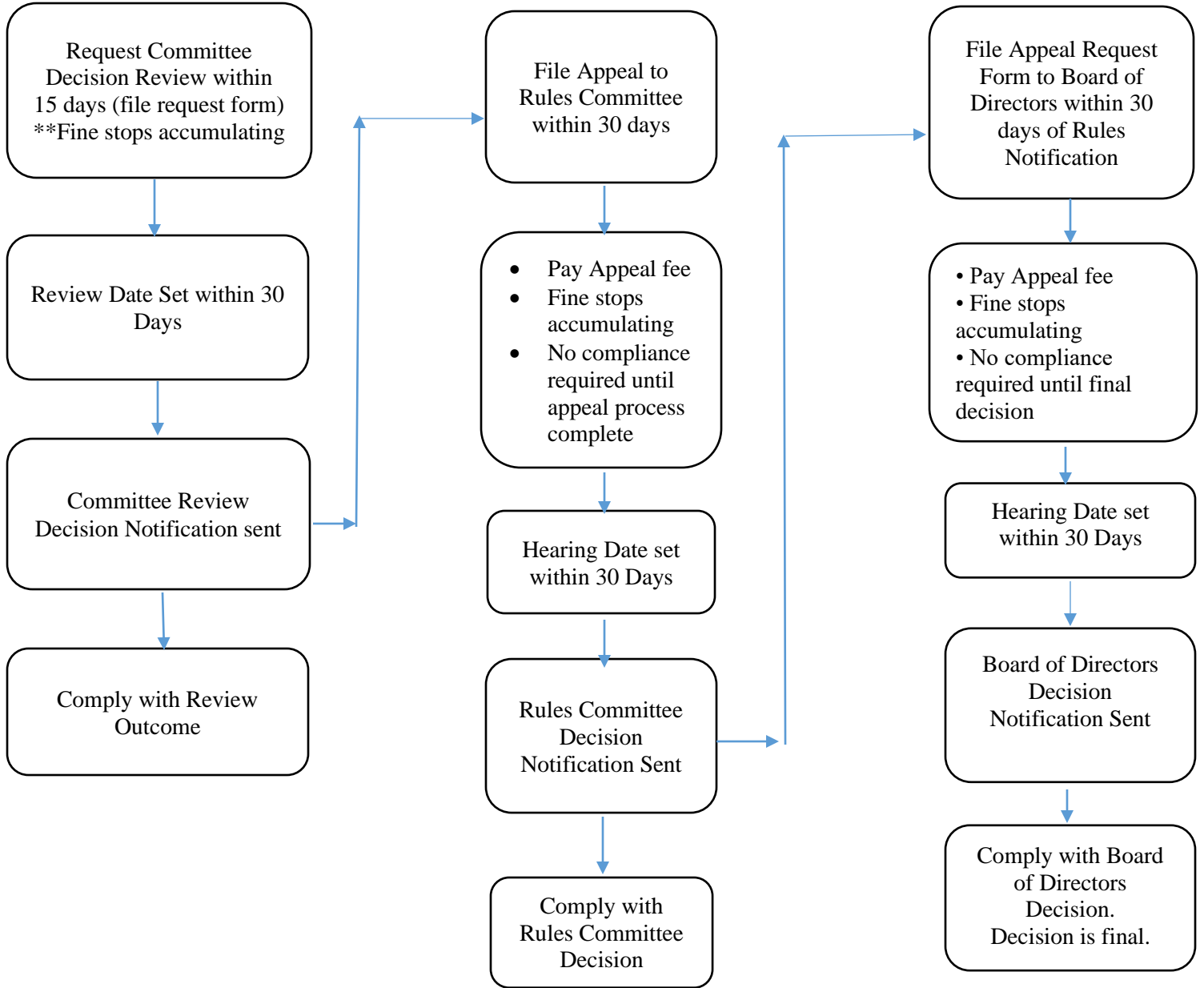
6. Appeals must be made in succession to the Rules Committee and finally to the Board of Directors.
7. The president/chair of the reviewing authority shall schedule an appeal hearing and determine whether to again offer mediation to the parties as provided for in Chapter 20.020. If mediation is pursued, the appeal process will be held in abeyance until mediation is completed. If through mediation the dispute is resolved in compliance with the requirements of Shelter Bay, the application will be returned to the permitting committee for final ratification. Upon official notice by either party in the mediation that mediation has failed to bring resolution to the dispute, the appeal process will resume. The scheduling of the appeal hearing will be accomplished within 7 business days of receipt of the appeal.
8. A quorum of the reviewing authority members shall be present for all appeal deliberations.
9. The reviewing authority secretary shall prepare and post a notice of the time/date/purpose of the hearing in the business office and mail a copy of the notice to the appellant, affected party or parties, and deliver a copy to the chairpersons of affected committees.
10. The secretary will also request that pertinent documentation, minutes, and other documents be submitted by the committee involved to the reviewing authority no later than 7 days prior to the appeal hearing. The secretary of the reviewing authority shall make the submitted documentation available to reviewing authority members at least 5 days prior to the hearing.
11. Hearings before the reviewing authority shall be tape recorded, and the tape recording becomes a part of the documentation of the hearing. The recording shall be kept until all known administrative appeals with regard to the particular case are exhausted.
12. When the reviewing authority makes its final decision on an appeal, it will issue a written summary of facts and conclusions. The reviewing authority will notify the appellant and affected party or parties of its decision in writing by U.S. Certified Mail. The appellant will be notified of the right to further appeal a Rules Committee decision to the Board within 30 days after receipt of notice of such decision.
13. The board's decision is final for the community.
14. After the final decision of the reviewing authority, records pertaining to the appeal will be maintained in the appellant's lot file.

##### C. Appeal Hearing Procedures

The following procedures will govern the conduct of a hearing:

1. A speaker for each side shall be given 5 minutes to state the case, starting with the appeal side. Speakers will direct their testimony to the actual committee decision and applicable community policies which are the subject of the appeal before the reviewing authority. Speakers who make comments deemed to be of a personal or derogatory nature toward committee or other community members will be brought back to the point of order by the chair.
2. Other participants, when recognized by the chair, may each have 5 minutes to add pertinent remarks to the record.
3. Members of the reviewing authority will be invited to ask questions, in rotation, of the participants. Questions may be pursued, if to the point. A second question may be asked in rotation, but not before all members have had a chance to ask a first question.
4. After all questions have been exhausted, the speaker for each side will be given 2 minutes to provide a closing statement.
5. After the closing statements and upon the passage of a motion, the reviewing authority shall recess the regular session and convene in executive session to consider the evidence presented and reach a decision. The reviewing authority shall then adjourn the executive session, reconvene the hearing by returning to regular session, and ratify any decision(s) made in the executive session. If deemed necessary by the reviewing authority, the executive session may be recessed and then reconvened at a specified date and time. The reviewing authority's chair/president shall notify the appellant of the decision by certified mail.
6. The appellant may request a copy of all documents pertinent to the case and held by the reviewing authority.

# Committee Decision Review & Appeal Process Flow Chart



**Notes:**

1. Once appeal process is completed, any failure to pay a fine within 60 days of due date may result in a lien upon the property.
2. If an appeal is successful, fine(s) will be refunded by authority of the Board President, Manager, and Rules Chair.
3. If an appeal is lost, the fine amount accumulates if the fine is not satisfied within 14-days of appeal decision and/or the lot owner does not comply with the decision.
4. Reviews and appeals are to be made in succession, as indicated on this chart.

*(Res. 23-16 am, 9/20/23)*