

## **GNHOA Internal Guidelines for Recording Covenant Violation Activity**

The guidelines below should be followed to ensure that GNHOA can show a record of receipt and processing of covenant violations as protection against charges of discrimination in the processing of reported violations. These guidelines allow for Architectural Control Committee (ACC) preference in handling the initial notice to the homeowner while ensuring that all pertinent records are maintained.

GNHOA ACCs will only initiate action on reported violations. The report begins the covenant violation resolution process required under the GNHOA Rule for Enforcement of Covenants (Rule) and the requirement to maintain records under these guidelines.

The preferred method and content requirements for reporting a covenant violation will be posted on the Architectural Control Committee page of the GNHOA website.

If the initial report is received by other than email or letter, the ACC should ask the person submitting the violation report to send an email or letter to the ACC containing the following information as a minimum:

- 1) The nature of the violation.
- 2) The property address where the violation exists.
- 3) The date on which the violation was first observed.

If an email or letter cannot be obtained, the ACC should initiate a record by sending an email to the ACC email address that contains all the information above and the identification of the reporting source, the date the report was received, and how it was reported to the ACC.

Receipt of the initial report starts the retention of a written record of all actions from that point through either notice to the homeowner that the violation is cured or referral of the violation to the Board of Directors (Board) for action.

The ACC will retain records for each resolved violation for at least one year from the date of resolution. Action taken by the Board will be documented in meeting minutes which are retained indefinitely.

I certify that the guidelines above were approved by the GNHOA Board of Directors on February 3, 2021.



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Andy McNabb  
Secretary, GNHOA