



Spring Valley Lake Association

13325 Spring Valley Parkway

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Code Enforcement Appeal Process

What is a Code Citation?

- A citation is issued when the property owner has not resolved the violation by the due date stated on the Courtesy Notice.

How do I appeal a Citation?

- The Appeal Process is stated on the citation letter.
- The citation will have a deadline date for the homeowner to schedule either a Personal Appearance or a Written Appeal with the Citation Review Committee. The citation also states the date of the CRC meeting.
- You may schedule a Personal Appearance by contacting the CRC Liaison at (760) 245-9756. The Liaison will give you a time to appear before the committee, and you will receive a confirmation letter of the date and time.
- If you are going to submit a Written Appeal, make sure it is forwarded to the CRC Liaison. You will receive a confirmation letter of the date your appeal will be reviewed by the committee.
- All citations that have not requested an appeal will be forwarded to the Board as "Uncontested Citations."

What is the purpose of the Citation Review Committee?

- The CRC committee reviews all citations that have been issued by Code Enforcement on the first Tuesday of each month.
- The committee consists of volunteer homeowners who reviews all citations, and gives a recommendation to the Board of Directors.
- Uncontested Citations will be forwarded to the Board with the recommendation of Liable as Charged, with the Min. Fine stated.

When will I be notified of the Boards ruling?

- The Board of Directors will review citations on the fourth (4) Monday of the month during their Executive Session.
- The Board will make one of the following rulings:
 - (1) Liable as Charged with Fine
 - (2) Liable as Charged with Suspended Fine, but an Admin. Fee applied
 - (3) Liable as charged with a reduced Fine or No Fine
 - (4) Not Liable as Charged with No Fine
 - (5) Citation Tabled
- After the Boards ruling, you will receive a "Citation Determination – Notice of Responsibility." This legal document contains the Boards decision.

What if I disagree with the Boards decision?

- Should you disagree with the Board of Directors, follow the directions written in red on your Citation Determination notice.
- You have thirty (30) from the adjudication date to request an appeal with the Board. Contact the Association Office at (760) 245-9756, to request the appeal.
- Once again you may submit a Written Appeal or request a Personal Appearance before the Board.
- When the Board of Directors has heard your appeal, their decision will be final. No other appeals will be accepted.