

The Huntington Park
SUSPENSION OF PARK PRIVILEGES PROCESS

Revised June 19, 2014

A. The Board of Directors may suspend for an appropriate time the right of a member and the member's family to use the Park because of violation of any of the Park Rules by the member or any of the member's family. The process shall substantially comply with these procedures.

Complaint: There must be a written complaint made by a member of HPPOC or another person with appropriate standing. The written complaint must be made to the Park Committee or the manager of HPPOC. The manager shall submit to the Park Committee any complaint received by the manager. A written complaint shall describe the essence of the alleged violation. The Park Committee may determine that the complaint is insufficient and return the complaint with a letter stating the reasons for rejection and advising the complainant of the right to amend or supplement the original complaint.

Investigation: The Park Committee shall investigate the alleged violation. The Park Committee, depending on the particular circumstances, may, in its discretion, decide to mail one or more courtesy letters urging the member to cease or not repeat the alleged violation. The Park Committee may, in its discretion, decide there is insufficient reason to submit the complaint to the board of directors. In that case, the Park Committee shall inform the complainant. The Park Committee may, in its discretion, refer the complaint and the Park Committee's report on its investigation to the board of directors for its action.

Notice: If the board of directors decides to meet and consider suspension, the board of directors shall provide the member at least 15 days written notice of the scheduled meeting to consider the complaint and the notice shall offer to the member a hearing on the complaint and possible suspension. The notice shall contain at least the following information:

- The date, time and place of the meeting;
- The nature of the alleged violation for which the right to use the Park may be suspended;
- A statement that the member may attend and address the board of directors at the meeting; and
- A statement that the member may, instead of actual attendance, respond in writing actually received by HPPOC's manager no later than 2:00 PM one business day before the scheduled hearing date.

Hearing and Notice of Decision: The hearing shall be conducted in executive session, unless the member requests in writing for it to be held in open session and the

request is received by HPPOC's manager no later than 2:00 PM one business day before the scheduled hearing date. The hearing shall be conducted in a manner that provides the member reasonable due process. The board of directors may adopt appropriate rules and procedures for conduct of the hearing and due process.

The board may make its decision at the conclusion of the hearing or take the matter under submission. If the board takes the matter under submission, the board shall make its decision in executive session within 10 days after the hearing. The board shall include in its ruling factual findings on all issues that must be resolved to decide the controversy. If the board of directors suspends the member and/or the member's family from use of the Park, the board must give the member written notice of the decision by first-class mail or other authorized method within 15 days of the action taken.

B. The board of directors may also suspend the right of a member and the member's family to use the Park because of the member's nonpayment of an assessment, late fee, or other charge payable in accordance with the HPPOC's Policy on Delinquent Assessments. Suspensions in these cases shall be initiated by a complaint from the manager of HPPOC to its board of directors. No investigation by the Park Committee is required in these cases. All of the requirements above on (i) Notice and (ii) Hearing and Notice of Decision shall apply. The suspension in these cases shall end five days after the member has paid all amounts for which the suspension was issued.