

ARBOR VILLAGE HOMEOWNERS ASSOCIATION
Administrative Resolution Number 8
Dispute Resolution Process

WHEREAS Section VII of the By-laws grants the Board of Directors the power to conduct association business. To meet the needs of Oregon case law as well as the requirements of our homeowners, a Dispute Resolution process must be recorded.

LET IT BE RESOLVED that the Board establishes the Dispute Resolution Process as follows:

1. Homeowners desiring to dispute HOA decisions must first exhaust the dispute policies of the management company, where the management company is defined as the contractor responsible for the day-to-day administration of homeowner's association (HOA) business. Moreover, the timeline for dispute resolution should not supercede the timeline for fee collection.
2. If satisfaction is not available via the management company, the homeowner may bring the dispute to the HOA Board of Directors at the monthly Board meeting. In order to bring the dispute to the Board, the homeowner must bring a formal letter to the Board and management company stating the intention to dispute as well as providing a copy of all pertinent documents at least three weeks prior to the monthly Board meeting. The Board will meet with the homeowner at the monthly meeting and consider the nature of the dispute and possible remedies. The Board shall make a decision prior to the adjournment of the Board meeting wherein the dispute was presented.
3. If a homeowner does not feel that the Board has acted in good faith on the dispute, the homeowner can schedule non-binding arbitration through the Hillsboro Mediation Program. This is a government-sponsored Dispute Resolution program. The losing party will absorb the entire cost of mediation in this process, and the Home Owners Association will consider the arbitration decision binding and final.

Recorded in the Book of Minutes: _____, 200__
DATE: _____, 200__

Chairman/President - Board of Directors