

Hamilton Field of Marin Association Violation Process

The Hamilton Field of Marin Association enforces our Association CC&Rs per the Davis-Stirling Act.

Reporting of Violations

1. Any Association member can report a possible violation directly to the management company, Wakefield Sharp, or to the Board of Directors. Wakefield Sharp will register the violation for review.
2. The Board of Directors or the Architectural Committees can submit possible violations to Wakefield Sharp.
3. Wakefield Sharp will conduct regularly scheduled inspections of all neighborhood homes to determine if there are any visible violations. They also check the status of outstanding violations. If there is a health or safety issue, the management company will expedite the process.
4. Wakefield Sharp will at their sole discretion decide whether a possible violation is indeed a violation of the Association CC&Rs.

Communication

1. Homeowners and Wakefield Sharp will be addressed in a respectful and courteous manner.
2. The Association will seek to discuss the issue and obtain agreements from homeowners to address issues.
3. If owners have comments or want to dispute a violation, they are encouraged to submit their comments in writing and/or telephone to Wakefield Sharp.
4. The Association will strive to provide owners with helpful tips, techniques or alternatives to addressing issues.
5. The Board of Directors is empowered to make final decisions on outstanding violations and fines. There is no formal appeal process.

The Violation Process

1. A minimum of two violation notices are mailed to the owner of record.
2. The owner is sent a third notice with an invitation to attend a hearing on the violation with the Board of Directors CC&R Committee.
3. The hearing is conducted if the owner is present. This provides an opportunity for the owner to address the Board directly. If the owner is not present the Board of Directors CC&R Committee will review the violation. The Board of Directors makes a decision by majority vote regarding fines and next steps after the hearing.

4. The owner then receives a Disposition of Hearing notice within 10 days (*You were asked to attend the meeting. The Board of Directors CC&R Committee determined that you will receive a fine commencing.....*)
5. When a violation is rectified, it is the owner's responsibility to inform the management company in writing so the property can be re-inspected and fines will stop accruing.

Legal Action: The Association will, as a last resort, use any and all legal action at their disposal to correct violations or collect owed monies per Davis-Stirling Act.

Talk to us!! Email us! Any owner receiving a violation who cannot make the necessary repairs or corrections within the allotted time frame, or has questions regarding the violation, should contact Wakefield Sharp. Sometimes the Association makes a mistake when sending out violation letters. We have hundreds of homes. Mistakes happen. The Association wants to work with owners to the benefit of our entire community.

Contact Information:

Wakefield Sharp
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