Subject: Policy Enforcement Notification

Purpose: To Establish a Policy, Procedure, and Rule for Violations of a Policy, Procedure, or Rule

Any reported violation of a Policy, Procedure, or Rule is to result in the Rossmoor Walnut Creek's General Manager or his or her designee reviewing the incident for a determination whether to pursue an investigation and may issue an initial letter to the member or resident alleged to have committed the violation based on the results of such investigation. If harassing behavior persists or if there is a second violation or if serious and potentially unlawful conduct occurs, correspondence to the member or resident alleged to be in violation will be sent from Rossmoor Walnut Creek's Board President and a hearing will be scheduled. This letter shall:

1. Provide the circumstances of the alleged violation, including date and location;

2. Include pictures or other evidence, if applicable;

3. Invite the member or resident to a hearing in executive session to provide evidence and testimony on their behalf, including any witness, assistant(s) or upon prior written notice to the General Manager or his or her Designee, any legal representation, consistent with Policy 101.1;

4. The Board of Directors will proceed to a ruling if the accused declines to appear.

After the hearing , the Board of Directors can determine the appropriate response, including but not limited to: Dismissal of Complaint, Mediation, Recommend Counseling, Warning, Letter of Reprimand, Fine of $100, or Suspension of amenities, events, or use of Rossmoor Walnut Creek facilities for a specified length of time, and/or initiate legal proceedings. Failure to comply will result in increased consequence(s).

After such a determination, the member or resident will be sent a letter stating the findings and penalty(s), if any, and the process by which an appeal may be made in writing to the Rossmoor Walnut Creek Board of Directors according to Procedure P101.1.

Authority: Policy

12/3/20
1/4/23 Housekeeping
1/29/26 Rev.