

BEAR CREEK LAKES CIVIC ASSOCIATION

CIVIL PENALTY APPEAL FORM

INSTRUCTIONS (PER 5/27/17 REVISED BYLAWS)

- The initial appeal must be submitted in writing, directed to the attention of the Security Committee, within 30 days after the Association's mailing of the notice of violation to the Member. Failure to file an appeal on a timely basis shall preclude the Member appealing the violation further
- The written appeal may only contest the violation based on (a) a mistake in the rule cited as the basis for the violation or (b) a mistake in the facts of the violation. Please restrict your appeals to these two elements.
- The Security Committee shall review the written appeal within 30 days of its receipt.
- Within 10 days after rendering its decision on the appeal, the Security Committee shall inform the Member of its decision, including instructions to the Member if he or she would like to appeal the decision to the Board of Directors.

, G		• •	
Civil Penalty Number	Date Issued	Issuing Officer	
Name (Last, First, MI)			Phone
Mailing Address			E-mail Address
City	State	Zip	BCL Address
STATEMENT. Provide a concise	e statement describing the reason(s)	for your appeal. Continue on	back, or additional paper, if necessary.
Member's Signature	BEAR CREEK LAKES	570-325-8156 (fax)	Date
Mail, Fax or Email to:	57 POOL DRIVE JIM THORPE, PA 18229	BCLCA@PTD.NET	
THIS AREA FOR BCL USE ONLY	,		
Appeal Hearing Date:	Resolution: Appro	Resolution: Approved:	
Remarks:			
Issuing Officer comments:			