



HOMESTEAD IN THE WILLOWS HOMEOWNERS' ASSOCIATION

WRITTEN REQUEST FOR ACC DECISION APPEAL

To appeal an ACC decision, you must email your written appeal by the first Friday of the month to businessmgr@homesteadinthewillows.org with the subject line: **Request for Appeal**. The body of your email **must** include your full name, address, and phone number. Failure to follow these instructions may result in a waiver of your appeal.

I. CONDUCT OF THE HEARING

Be on time for your hearing, it will start promptly at 7:00 p.m. Cases will be called in the order that the Written Requests for Appeal are received.

All hearings will be held at the HOA Business Office located at 5896 E. Geddes Ave. There will be one Appeal Judge who will be a current member of the Board of Directors.

When your case is called, you will have **ten minutes** to present your case to the Appeal Judge. You may bring witnesses and evidence to support your case.

You must conduct yourself professionally during the Hearing. A failure to do so may result in a waiver of your appeal. The Appeal Judge will first warn you about your conduct and will deduct time from your allotted ten minutes if you continue to display unprofessional behavior (this applies to your behavior from the time you enter the office for the Hearing). If your unprofessional behavior continues the Appeal Judge may ask you to leave, which will result in a forfeiture of your Appeal.

II. HOW TO MAXIMIZE YOUR CHANCE TO WIN YOUR APPEAL

You will not win your appeal if your only argument is that you disagree with the ACC. You must demonstrate that the ACC decision is unfair under specific circumstances that apply to you or your situation.

III. WHY ARE YOU APPEALING

In a Word document of ten pages or less, explain why (i) you disagree with the ACC decision and (ii) anything else you think is relevant for the Appeal Judge to know about your case. You may include photos and other evidence that you believe is relevant. Attach your appeal document to the email described above.