



Shadowwood Condominium Association  
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## Hearing Panel Procedures

You have been summoned to today's hearing to resolve problems and/or to address violations of the Shadowwood Condominium Association governing documents which have been brought to the attention of the Board of Directors and the Management Agent. It is ***not*** the intention of the Hearing Panel to arbitrarily assess monetary charges or suspend services if we can resolve the issues today.

Today's meeting will be conducted in a partially open session, in English. If your matter is sensitive or you request privacy, the Hearing Panel may adjourn, request those not a party to the matter to leave or move the hearing to the conference room. If you require translation services, it is up to you to provide for and pay for, if appropriate, them as the SCA conducts all of its official business in English.

The Hearing Panel will listen to all individual unit owners (**only**) involved in each case. All others, including tenants, **must** be accompanied by the unit owner or designated property manager or they will not be heard today. After all cases have been heard, the Hearing Panel will discuss them and make a decision on each case. **Each case will be heard for up to 3 minutes**, depending on the number of cases before the panel. At the discretion of the Hearing Panel, additional time may be made available at the conclusion of the Board of Directors' business meeting, but the hearings panel will adjourn after hearing cases for a maximum of 1 hour.

Affected unit owners will be notified by Certified Mail®/return receipt requested within seven (7) days on the Hearing Panel's decision. In cases where assessments are levied, only unit owners are assessed. It's a private matter between unit owners/property managers and their tenants who pays any assessed charges. **No decisions will be revealed today, so please don't ask.**

Depending on the reason you were called to this hearing and the seriousness of the problem and/or violation, the Hearing Panel's decision could result in a reprimand, an assessment of up to \$50 for each violation or \$10 per day for a violation of a continuing nature, the suspension of services and all utilities, or eviction of tenants.

For more detail, see the Shadowwood Condominium Association Policy Resolution 2009-03, Hearing Procedures And Assessment Charges For Violations of the Governing Documents.