

SUN RANCH

How to Appeal a Board Decision

Based on the Board Decision Appeals Policy and Procedure

If the Board has denied or conditionally approved a request, or has confirmed a violation or assessed a fine against your lot, under an Association policy that provides for appeals, you have the right to appeal. This checklist walks you through the process, which is the same across Association policies.

1. Before you file

- ☐ Confirm the decision is appealable.

This process applies to Board decisions made under a policy that references the Board Decision Appeals Policy and Procedure: gate installation, building approval, animals at large, lot maintenance, covenant violations, temporary construction residences, and shipping containers.

- ☐ Note the date of the decision.

Your appeal must be filed within 14 calendar days of that date — mark your calendar as soon as you receive the decision.

- ☐ Read the stated reasons for denial or conditions.

You'll need to address these specifically in your appeal.

2. What to file

- ☐ A completed Notice of Appeal Form (or a written notice with the same information) addressed to the Association Secretary

- ☐ A copy of the Board's decision you are appealing

- ☐ A written statement explaining the basis for your appeal

- ☐ Any corrected, additional, or supporting documentation addressing the reasons given for the decision

For example: corrected plans, missing signatures/consents, or evidence a requirement has now been met.

3. Filing deadline

- ☐ Submit within 14 calendar days of the decision.

Deliver to the Association Secretary by email to sunranchmemberstonasket@gmail.com, by US Mail to PO Box 407, Tonasket, WA 98855, or by hand. Late appeals may not be accepted.

4. What happens while your appeal is pending

- ☐ Certain enforcement is paused.

Filing a timely appeal stays further enforcement escalation — such as recurring fines, lien action, or physical abatement — related to the decision.

- ☐ Some things are NOT paused.

Any fine or fee already assessed before you filed remains due. Filing an appeal does not authorize you to begin, continue, or leave in place the activity or structure at issue — any requirement to stop or refrain stays in effect until a final decision is made.

5. The hearing

- ☐ Your appeal will be placed on the agenda of the Board's next meeting
- ☐ You will be given an opportunity to present your appeal to the Board
Consistent with the time allotted under the Board's standard meeting procedures — come prepared to speak concisely to your key points.
- ☐ The Board decides by majority vote
This decision is final and binding — there is no further internal appeal.

6. After the decision

- ☐ If your appeal is sustained: the original decision is overturned, subject to any conditions the Board sets.
- ☐ If your appeal is denied: you must come into compliance within 7 calendar days of the appeal decision (or the period stated in the underlying policy), after which enforcement resumes.

This checklist summarizes the Board Decision Appeals Policy and Procedure for members' convenience and is not a substitute for reading the full policy. Where the specific policy under which your decision was made states different appeal terms, that policy controls.