

HOA Fine Hearing: Hearing-Day Checklist

Case details

Association name:

Case number:

Lot / property address:

Hearing date:

Hearing body:

Board of directors, adjudicatory panel, or independent committee

Before the hearing

- ☐ Confirm the hearing notice went out within your state's window and per your governing documents; keep proof of delivery
- ☐ Confirm the cure period expired without the violation being cured
- ☐ Confirm who is serving and that each person is eligible (Florida: no officers, directors, employees, or their spouse, parent, child, brother, or sister)
- ☐ Ask anyone with a personal stake in the dispute to recuse, and record the recusal
- ☐ Assemble the evidence packet: notices sent, proof of delivery, dated photos, correspondence, the covenant or rule cited, the adopted fine schedule
- ☐ Provide the owner any records your state or documents require (Texas: late production triggers an automatic 15-day postponement)
- ☐ Confirm quorum under your bylaws or committee charter

At the hearing

- ☐ Open by stating the charge and citing the specific covenant or rule
- ☐ Present the association's evidence
- ☐ Give the owner uninterrupted time to respond, present evidence, and call witnesses
- ☐ Allow counsel or a representative where the owner brings one
- ☐ Record attendance, recusals, exhibits presented, and all motions

After the hearing

- ☐ Take a formal vote and record the count
- ☐ Send the written decision within your deadline (Virginia: 7 days; California: within 14 days of the action)
- ☐ File the notice, packet, minutes, vote, and decision letter in the case record