

HEARING CHECKLIST

- ☐ Call to order
- ☐ Acknowledge Quorum
- ☐ Notice of Violation
 - ☐ Confirm receipt
 - ☐ Read content of violation
 - ☐ Cite potential fine amount, if any
- ☐ Recite Governing Document provisions at issue
- ☐ Present Board's evidence
 - ☐ Documents: _____
 - ☐ Photos: _____
 - ☐ Videos: _____
 - ☐ Witness
 - Name: _____
 - Information Presented: _____

- ☐ Ask Owner if they wish to examine the evidence
- ☐ Ask Owner if the wish to present their own evidence
 - ☐ Documents: _____
 - ☐ Photos: _____
 - ☐ Videos: _____
 - ☐ Witness
 - Name: _____
 - Information Presented: _____

- ☐ Examine Owner's Evidence
- ☐ Anything else?
- ☐ Conclude Hearing
- ☐ Deliberate in Closed Session
 - ☐ Conclusions: _____

- ☐ RETURN TO OPEN SESSION
- ☐ Vote on penalty or resolution
- ☐ Issue determination letter
 - ☐ Manager
 - ☐ Counsel
 - ☐ Board