

Tab 7
Updating/Unifying PRP 4 and PRP 5
August 24, 2021 BOD Meeting

ISSUE:

In PRP 4 Compliance and PRP 5 Entry, Road Use and Parking, there are conflicting dates regarding initial issue of a Citation Notice as it regards to safety-related and one-time violations.

BACKGROUND:

As you might be aware, a large amount of speeding violations captured by the speed camera are being nullified due to a procedural processing gap. When we began the processing of these citations, we were initially overwhelmed by the high number of incidents, resulting in a tremendous backlog. Once the procedure was streamlined, coupled with the addition of part-time help, the Office is now able to keep up with the flow. However, based on our PRP's, we did not initially process these in a timely manner. This resulted in an appeal at a recent Compliance Meeting that overturned the citation. Currently in PRP 4, the processing time reads seven (7) business days. In PRP 5, it reads five (5) business days.

RECOMMENDATION:

Based on conversations with the GM and the Compliance Officer, we need to extend the Office processing period for Citation Notification to the members. They recommended fifteen (15) business days.

PROPOSED MOTION(S) or ACTION(S):

Change the current wording in PRP 4, Section G2: **Notice of the citation shall be mailed to the member who is responsible for the cited individual within fifteen (15) business days of the incident.**

Change the current wording in PRP 5, Section G3: **A Courtesy Notice or Citation Notice will be mailed to the property owner within fifteen (15) business days of the alleged offense.**

SPONSOR: Ed Noble, Compliance Liaison