

REQUEST TO MEET AND CONFER
(Required prerequisite to an enforcement action)

To: _____

DISPUTE: Stoneybrook Villas Owners Association would like to meet and confer with you concerning _____ (i.e. some violation of the governing documents). If this dispute cannot be resolved at this time, the next step is to meet with a neutral third party to try to resolve this dispute. The suggested meeting time is _____.

Please contact _____ at _____ to confirm the time and place of the meeting. If you do not confirm this meeting, it will be assumed that you do not wish to participate in this informal procedure.

Or

DISPUTE: I/We, owners of _____ would like to meet with the board or its designated representative to resolve the dispute concerning _____.

Please contact me at _____ to arrange a mutually convenient time and place to explain our positions and confer in good faith to resolve this dispute. (The board may not refuse this request to meet and confer.) (See Civil Code section 1363.840)

Dated: _____ By: _____