



Penn Forest Streams Property Owners' Association
11 Clubhouse Road
Jim Thorpe, PA 18229

PFS BOARD CONTACT FORM

DATE: _____

TIME: _____

I _____ (full name) Owner or Resident (circle one)

of _____ (address) requests that the board
address the following issue(s) or question(s);

(if more space is needed use back of form.)

CITATION APPEAL SECTION

Use this section if you are appealing a citation that you have received

Violation Appealed: _____

Date of Invoice for Violation: _____ Invoice#: _____

Pennsylvania law provides that you have the right to a hearing on the citation. The PFS Board must receive your request for a hearing within 20 days of the citation being issued; otherwise, the citation and fine will be final. No requests for a hearing will be accepted after 20 days from date of invoice.

If your appeal is timely filed, the Board will hold a hearing on your matter at the next board meeting. Board meetings are held on the **THIRD THURSDAY** of every month. The Board will not reconsider your matter again after issuing its decision.

As a member in good standing you have the right to be present with an explanation or relevant evidence to the Board for their consideration at your hearing. If you are NOT in good standing, please be advised you can appeal in writing only as result of your current status, but the Board will review all of your correspondence. Please describe in detail all information you believe the Board should consider:

(If more space is needed, use back of form.)

The Board must receive all information/evidence no later than 7 days prior to your hearing; otherwise, it will not be considered at that month's hearing.

You have the right to appear at the hearing, but your appearance is not required. The Board will assume you will not appear at the hearing unless you notify the Board in writing that you will appear. I will appear at the meeting: ___ YES ___ NO.

I hereby swear and affirm that I am a title owner of property in Penn Forest Streams and that the information and evidence provided by me is true, accurate and correct, and to the best of my knowledge and belief.

Signature: _____

Date: _____