

# Policy for Processing CC&R Violations

Adopted September 12, 1990

1. CC&R violation is reported to or observed by Architectural Committee.
2. If the violation is deemed to be valid by the Architectural Committee after a review of the report and governing documents, a "Violation Notification" letter will be sent to the homeowner (and tenant if applicable). The letter will indicate the violation and the consequences for failure to resolve the violation within a time period specified in the letter. The letter will also ask the homeowner to contact the committee if there are extenuating circumstances that prevent compliance so that the committee can attempt to work with the homeowner (tenant).
3. At the end of the designated time period, if the violation has not been corrected, a second letter will be sent (both regular and certified mail) from the Board to the homeowner or their legal representative (hereinafter referred to as homeowner). This letter will ask the homeowner to resolve the identified problem prior to the next scheduled Board of Directors meeting or to attend the meeting to explain why the violation is not resolved. This letter should be sent not less than ten (10) days nor more than sixty (60) days prior to the said meeting.
4. The Board will review the information provided by the Architectural Committee and the homeowner. A directive will be issued by the Board and sent by certified mail to the homeowner. Failure to comply with the Board's directive will trigger the following action.
  - a. Fifty dollar (\$50) fine per month for the first six (6) months that the violation is unresolved.
  - b. The accumulating fines will be added monthly to the homeowner's assessment.
  - c. If the cumulative amount has not been paid at the end of six (6) months, court action to collect may be instituted.
  - d. If the homeowner pays the monthly fine, but does not comply with the Board's directive by the end of the six (6) months, the fine will be changed to one hundred dollars (\$100) per month each month thereafter until compliance is obtained or legal action is finalized.
  - e. The Board reserves the right to take any form of legal action it deems necessary to bring about compliance.

*Policy last amended by tile Board of Directors on May 14, 1997.*