

*All notices issued under this policy will be issued via e-mail whenever possible. Owners are responsible to provide accurate e-mail information to the HOA to facilitate efficient and cost-effective communication. All fines under this policy are payable within 15 days of the date of the fine letter.*

First Notice:

Notice of Violation – No fine. 24-hours to 7-days (time will vary depending on the nature of the violation and will be specified in the notice of violation sent to the homeowner) to rectify the violation. The notice of violation will include a warning that a fine will be imposed on the 2<sup>nd</sup> notice – except for parking and sidewalk infractions. If the notice is not appealed within 15-days, the following schedule, which may already be in progress depending on the violation, will apply.

Second Notice (Parking and Sidewalk Infractions):

Reminder of violation – No fine. 24-hours to remedy. Warning letters for parking and sidewalk infractions shall incur a \$5.00 cost recovery fee on second notice violations.

Second Notice (all other violation categories):

Notice of Fine - \$25 - \$100. 24-hours to 7-days to remedy. The fine will depend on the type of violation. Second notice violation letters will include a \$5.00 cost recovery fee in addition to the actual fine imposed.

Third Notice:

Continued violation notice and \$25.00 - \$100.00 fine. Assessment depending on violation payable within five (5) calendar days. Third notice letters for violations of CCR's or any other HOA rules shall incur a \$5.00 cost recovery fee, regardless of any fine imposed.

Third through Sixth Notices:

Continued violation notice issued each 24-hour to 7-day period homeowner remains in violation, depending on violation and doubling of the fine with this and each successive notice up to \$1,000.00. Upon the third notice and upon each subsequent violation, the Board may take corrective action as needed and allowed by law. Additionally, warning letters for violations of CCR's or any other HOA rules shall incur a \$5.00 cost recovery fee, regardless of any fine imposed.

Note: Homeowners will be given 15 calendar days to pay second/third notice fines. Homeowners will be allowed 15 calendar days to pay fines levied in accordance with the fourth through sixth notices as well as with fines levied for continued violations beyond the sixth notice. **Unpaid fines exceeding \$50.00 may be attached to the property as a lien per the CC&R's.** In addition to the assessed fine amount(s), the homeowner in violation is responsible for all costs associated with said lien as well as with legal, collection, and other costs associated with any corrective action as allowed under this policy. Homeowners are responsible for their tenant's and/or guest's compliance with the HOA rules and CCR's.

Continued Violation Beyond the Sixth Notice:

For each additional 24-hour to 7-day period in violation, an additional \$10.00-\$250.00 per violation will accrue until the violation has been corrected, until the fines are paid in full, the matter is turned over to legal, and/or until all other associated costs are paid in full.

Repeated Violations:

Any homeowner who has accumulated three past warning letters from the Homeowners Association on any rules violations shall be fined at least \$25.00 on the fourth and subsequent violation letter regardless of type, unless the fourth letter imposes a greater fine per the existing fine policy fine schedule in which case the greater fine will apply.

Violations resulting in damage to common areas shall require the violator to pay for the cost to repair or replace the community property damaged, in addition to the fines.