

Violation Schedule for the «AssociationName»

STATUS	VIOLATION PROCEDURE	ACTION REQUIRED
1 st Sighting or Report of Violation	Send Courtesy Notice	10 days to correct violation
2 nd Sighting/Notice Not Repaired/No application for extension	Send Second Notice with intent to fine fifty (50) dollars if the violation is not resolved within (10) days from the notice. (Sent Certified Mail)	10 days to correct violation
3 rd Sighting/Notice Not repaired/No application for extension	Send Third Notice with notice of applied fine of fifty (50) dollars with the intent to fine an additional seventy-five (75) dollars if the violation is not resolved within (10) days from the notice. (Sent Certified Mail)	10 days to correct violation
4th Sighting/Notice Not repaired/No application for extension	Send Fourth Notice with notice of applied fine of seventy-five (75) dollars with the intent to fine an additional one hundred (100) dollars if the violation is not resolved within (10) days from the notice. (Sent Certified Mail)	10 days to correct violation
Final Notice	Send Notice of applied fine of seventy one hundred (100) dollars with the intent to continue to fine one hundred dollars every ten days if the violation remains unresolved. The Board may also escalate the matter to the Association's attorney by sending a final notice that the file will be forwarded to the attorney to correct the violation through the court system in thirty (30) days if the violation is not resolved. (Sent certified mail)	10 / 30 days to correct violation

General Policy

If a homeowner contact management with the intent to correct a violation and asks for an extension, management shall grant such extension if it deems the extension reasonable. If the homeowner does

not cure the violation after the extension period, the homeowner will be immediately referred to the attorney, or the process will be resumed at the last level of the process.

Forced Maintenance Procedure

Upon failure of any Owner to maintain a Lot owned by him in the manner prescribed by the governing documents, the Association at its option and discretion, but without any obligation to do so, but only after ten days written notice to such Owner to comply herewith, may enter upon such Owner’s Lot and undertake to maintain and care for such Lot to the condition required hereunder and the Owner shall be obligated as an additional Assessment when presented with an itemized statement, to reimburse the Association for the cost of such work within ten days after presentment of such statement. This provision, however, shall in no manner be construed to create a lien in favor of any party on any Lot for the cost or charged of such work of the reimbursement for such work.

Other

This policy may be amended and/or adjusted by the Board of Directors from time to time without notice. Homeowners are advised that they should contact the management company to request the most recent version of this policy if they have a question and/or need assistance in making payment arrangements.

Violation Procedure	Status	Action required
Send ten day (10) courtesy notice of the violation to include, but not limited to grass, weeds, gutters, siding, improvements, vegetation, fences & other violations within the CC&R’s.	1 st Report/Sighting	10 days to correct
Send ten day (10) notice of the violation to include, but not limited to grass, weeds, gutters, siding, improvements, vegetation, fences & other violations within the CC&R’s. The notice will be sent with the intent to send a contractor to resolve the violation if not resolved by the Homeowner within (10) days.	2 nd Report/Sighting	10 days to correct