

Upon a violation being identified by the designated individuals the fining process will begin. Violation will be submitted by the designated individual with supporting documentation which would include a date and time stamped picture of the violation.

### **Fining Process Notification Process**

1. The first letter identifying the violation would be a 'Courtesy' letter mailed to the home owner and a copy to the renter when applicable. This letter would supply the home owner and/or renter the information needed on how to appropriately cure the violation as well as the appropriate time frame. Violations type will be clearly identified on the letter to accurately determine the correct time frame for violation curing.
  - a. **Spot Violations:** 24 hours curing time
    - i. Trash Cans
    - ii. Unauthorized Signage
    - iii. Parking on Grass
    - iv. Visible Basketball Hoop
    - v. Misc. Violation deemed curable within 24 hours.
  - b. **Continuing Violations:** 10 day curing time ( 5 day mailing grace period)
    - i. Dirty Driveway
    - ii. Lawn Maintenance
    - iii. RV/Boat/Jet-skis/Trailer visible from street
    - iv. Weeds in driveway
    - v. House needs to be repainted
    - vi. House needs to be pressure cleaned
    - vii. Misc. Violation deemed not curable within 24 hours.

Once received, homeowner must take appropriate action to remedy the violation and/or reach out to the current property management company to arrange an action plan to cure the violation.

2. If violation has not been cured within the given time frame, a second Fine letter will be sent out stating the fine has begun as of the date of the letter at \$100 per day until resolved up to \$1,000. This letter would include information on the next fining committee meeting where they can present their arguments and would serve as the required 14 day notice.

*\*\*Once you have been fined, if the same violation occurs, you will immediately be fined without a courtesy letter. Courtesy letters will only go out once a calendar year per violation\*\**

3. The notice of Fine Review is the third letter for the same violation and would be mailed Certified & Regular mail to the homeowner.

*This letter will be mailed a minimum of 14 days prior to the scheduled Fine Review Hearing Meeting.*

4. The Fining review committee will review any outstanding fines that have not been resolved and will discuss how to proceed. Every fine will be reviewed and treated as individual circumstances. Recommendations from the Fining review committee will be forwarded to the Board of Directors.
5. Board of Directors will review the documentation and either approve or deny the recommendations from the Fining Review committee.

*The Fining Review Committee will consist of a minimum of 3 Unit Owners, not on the Board of Directors, or related to anyone on the Board of Directors.*

\*\*A homeowner who has been fined can attend a Fining meeting ONLY when they have reached out to the property management company and have requested to be heard at a meeting. Any homeowner that shows up at a meeting without proper notice may be asked to leave. The Fining Review Committee is a committee of peers from within our community. \*\*

**Any homeowner that receives a violation letter is asked to immediately rectify the situation. If the homeowner or renter cannot immediately rectify the situation, they are asked to contact the property management company to work out a plan of action. This is the only way the fining process will be halted, otherwise the homeowner or renter may still be fined if the violation has not been cured.**