

**PROCEDURES FOR MANAGEMENT COMPANY, AND COMPLIANCE AND
FINES COMMITTEES: MANAGING VIOLATIONS
BOARD APPROVED OCTOBER 27, 2015**

Reference: Declarations 11.02: In the event of a violation by any owner or any tenant of an owner or any person residing with them, or their guests or invitees, (other than the non-payment of any assessment or other moneys) of any of the provisions of this Declaration, the Articles, the Bylaws or the rules and regulations of the Association, the Association shall notify the owner and any tenant of the owner of the violation, by written notice. 11:02 continues in expanded detail.

Reference Declarations 11.03: The amount of any fine shall be determined by the Board, and shall not exceed one-third of one month's assessment for common expenses for the first offense, two-thirds of one month's assessment for common expenses for a second similar offense, and one month's assessment for common expenses for a third or a subsequent similar offense.

General: Any resident may submit a Violation (VR) Request at any time, to any member of the Compliance (CCR) Committee or to The Management Company (TMC) via their website.

Compliance Committee Procedures:

1. The CCR receives a VR or a member of the CCR personally notes a violation. A member of the CCR will leave a copy of the 'first friendly notice' on the windshield of an improperly parked vehicle; on the garage door left open for significant duration; or, CCR will mail it to the owner.

Note: In the case of a simple case such as a left-open garage door, immediate action is required.

2. Within 2 - 14 days: if the owner has not remedied the violation, the CCR will send a 'second friendly notice' to the owner.

3. Within 7 days, when the CCR decides that these 'friendly notices' are having no effect and that the violation has still not been remedied, the CCR will notify via email the President of the BOD who via email will request The Management Company to send the first violation letter to the owner via regular mail.

The Management Company (TMC) Procedures:

1. Within 1 business day, TMC will send out the first violation notice.

2. If the owner / resident has still not complied, TMC will send to the resident a second violation letter via certified mail warning that if the violation is not corrected, it will be referred to the fines committee. Note: a garage door left open would be considered to be subject to immediate correction; a landscaping or building violation might merit some delay.

3. If the owner / resident has still not complied, TMC will:

a. notify the Fines Committee that the violation has not been resolved and check available dates;

b. send to the owner via USPS Certified a third (Hearing Notice Letter), with a hearing date scheduled at least 14 days out from the date of the letter. TMC sends copies of said letter to the BOD and Fines Committee. Note: This Notification of Hearing invites the owner to attend and provide mitigating evidence. The Hearing Committee Meeting Notice should include all relevant information about the fine sought to be imposed by the Board of Directors including the amount of the fine, and the date the fine will be imposed if approved by the Fines Committee. The amount will be 1/3 the monthly assessment for common expenses for the first offense, 2/3 for the second offense and one month's assessment for the third offense. This is not an open membership meeting; the hearing is only for the owner(s) in violation.

Fines Committee and BOD Procedures:

1. During the hearing, the owner(s) can attend to discuss their violation. After all owner(s) have left, the Fines Committee members discuss whether or not to impose the fine(s).

2. This information is sent to the BOD and referenced via account number.

**COVENANT VIOLATION ENFORCEMENT POLICY
BOARD APPROVED OCTOBER 27, 2015**

The Board of Directors agrees to the following enforcement procedures of the Covenants, Codes, and Rules of the Association, and hereby authorizes The Management Company to follow the policy as listed below:

First notice of violation: "First Notice" - "Friendly Reminder" letter (14 days to comply).

Second notice of violation: "Second Notice" letter sent 14 days after the First. (28 days to comply).

Hearing Notice of Violation: "Hearing Notice" letter sent 14 days after the Second via certified USPS with the information of the hearing/date/time/location (42 days to comply).

Continued Non-Compliance:

- Referred to the Board of Directors for review for next action. (OR)
- Forward to Association Attorney for Legal Action
- Conduct a Hearing to Suspend Use Rights (14 day notice to homeowner)
- Conduct a Hearing to Fine (14 day notice to homeowner)

Approved by the Board of Directors on ____ / ____ / ____

President's Signature ____ / ____ / ____
Date

PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.

**FINES / COVENANT ENFORCEMENT COMMITTEE HEARING RESULTS
FORM BOARD APPROVED OCTOBER 27, 2015**

Please scan and email completed form to The Management Company

Date of Meeting: ___ / ___ / ___

Homeowner Name: _____

Homeowner Property Address: _____

Violation: _____

Compliance Requested: _____

Resolution:

1) A fine of \$_____ has been imposed (up to a maximum of \$1,000.00) effective immediately.

2) The violation will be resolved by (date) ___ / ___ / ___ and the homeowner must contact the Association Manager in writing by email or postal mail to indicate the date the violation has been corrected. If this violation is not resolved by the deadline stated above or the manager is not notified in writing of compliance, a fine of \$_____ will be imposed (up to a maximum of \$1,000.00).

The imposition of a fine shall not preclude the Association from invoking any other remedy or sanction in the governing documents which may be lawfully imposed to the same violation. This action may include legal enforcement by the Association's attorney.

3) No fine should be imposed and the case shall be dismissed for the following reason:

Homeowner Signature: _____

Covenant Enforcement Committee Members:

1. Name _____ Signature _____

2. Name _____ Signature _____

3. Name _____ Signature _____