

Blakeley Forest Home Owners Association
Covenant and Restrictions Violation Procedures

1. Upon receiving a written complaint from a Home Owner (via **confidential email to bfho@blakeleyhoa.org or mail to The Blakeley Forest Home Owners Association P O Box 7129, Spanish Fort AL 36527**) of a violation of the Covenants and Restrictions the Architectural Committee will, **within 15 days of receiving the complaint**, review the complaint **and respond to the complainant as to the validity of their complaint and the actions the committee is taking to rectify the situation.**
2. If the complaint is deemed by a **majority vote of the Architectural Committee** to be valid, the Committee will issue a **Courtesy Notice** to be mailed to the homeowner:
 - Notifying the homeowner of the alleged violation.
 - Requesting the homeowner correct the violation **within 30 days** from the date of the Courtesy Notice.
 - Requesting the homeowner respond via email to **bfho@blakeleyhoa.org or mail to The Blakeley Forest Home Owners Association P O Box 7129, Spanish Fort AL 36527** within 15 days if the homeowner believes that no violation exists.
3. If the Homeowner replies to the Courtesy Notice as to why the Homeowner believes no violation exists, the alleged violation will (**within 15 days** from the date of receipt of the Homeowner's response) be reviewed by the **Architectural Committee and the Board of the Home Owners Association.**
4. If the **Board of the HOA** confirms the violation, and/or the violation continues for **30 days from the date of the Courtesy Notice**, a **Notice of Violation** will be sent **via registered mail from the Board of Directors**, informing the homeowner of:
 - The violation.
 - That the homeowner has **15 days from the date of the Notice of Violation** to correct the violation **or fees will be assessed.**
5. Fees will be assessed beginning on the **16th day after the date of the Notice of Violation** and will continue to be assessed every **30 days that the violation continues thereafter** until such time as the violation is corrected by the homeowner.
6. If the homeowner has previously been sent a **Courtesy Notice or Notice of Violation** any subsequent similar violation will result in the **immediate assessment of fees at the sole discretion of the Board.**