

The Villas Community Association

ENFORCEMENT PROCEDURES

Any Owner/Tenant of The Villas Community Association has the right of complaint, through the Board of Directors, as to any infraction or violation of the Association's Covenants, Conditions and Regulations (CC&R's) or of the Rules and Regulations duly adopted by the Board of Directors (Rules). The procedure for investigating a complaint and the subsequent action to be taken by the Board of Directors shall be as follows:

1. When an Owner/Tenant desires correction of a violation or infraction of the CC&R's or of the Rules, the owner/tenant shall notify the Board of Directors, c/o Optimum Professional Property Management, in writing.
2. Upon verification that the reported offense is, in fact, a violation of the Association's CC&R's or Rules, a warning letter may be sent, certified mail, to the alleged violator, requesting that the violation be corrected.
3. Should the violation not be corrected within the time period specified in the warning letter, or the violation is repeated, a Notice of Hearing (copy of form attached) may be sent to the Owner (and Tenant if applicable), at least ten (10) prior to the hearing. At the hearing, the Owner may present evidence and relevant witnesses regarding the incident/violation, for the Board's consideration. After consideration of all evidence presented, the Board may decide to impose fine and/or take other disciplinary action against the Owner as authorized in the Association's governing documents. A written notice of decision shall be provided to the Owner within 15 days after the hearing. (Bylaws, Article III, Section 8)
4. If the violation is not cured or is repeated after a hearing, then the matter may be turned over to the Association's attorney to commence legal action against the Owner (alternative dispute resolution and/or litigation). Depending on the severity of the violation or other special circumstances, the Board may refer the matter to legal counsel at any time during the enforcement process.

The Villas Community Association
FINE SCHEDULE

After notice and hearing, the following monetary penalties may be imposed against an Owner a violation of the Association's governing documents:

First violation	\$150.00
Second violation	\$200.00
Third and subsequent violations	\$300.00 each

*The Villas Community Association
Drafted by Whitney Petchul
Proposed 08/27/2020
Adopted 09/24/2020*

The Villas Community Association
NOTICE OF HEARING

TO: _____

DATE: _____

The Board of Directors of the Villas Community Association previously notified you about alleged violation(s) as described in its letter to you dated _____, 20____. As of the date of this notice, you have failed to correct such violation(s). Accordingly, the Board invites you to attend a hearing on the matter at which you may appear and present facts to dispute the alleged violation(s).

The hearing will be held regardless of whether or not you attend. If you cannot attend, then you may submit a written statement regarding the alleged violations for the Board's consideration. As a result of the hearing, if it is determined that the violation(s) did occur as alleged, then the Association may impose fines against, pursuant to the Association's Fine Schedule, or take other disciplinary action against you as authorized in the Association's governing documents.

The hearing has been scheduled on the _____ day of _____ 20____, at _____ (time).

The location of the hearing will be at:

If you have already corrected the alleged violation(s) or have any questions regarding the scheduled hearing, please contact _____ at _____.

Sincerely,

The Board of Directors