COA Fine Procedure as written in the COA Rules & Regulations approved April 12, 2016

3. **NOTICE OF NON-COMPLIANCE:** In the event that any COA Member or the COA Secretary determines that there is a property not in compliance with the DOR's and/or COA Rules and Regulations, the COA Secretary shall then commence with a three (3) letter process to the property owner as recorded in the SCA documents/system as follows:

   - The **1st letter** will list the observed violation(s) and set a limit of fifteen (15) calendar days within which to correct the violation(s) or contact the SCA COA Secretary to make arrangements to correct the violation(s) to correct the violations or a $200.00 fine will be imposed and a $25 per month fee will also be applied for each month the property remains in violation for up to one year.
   - If the property continues to be in violation after the fifteen (15) calendar days expires, then a **2nd letter** will be sent with a set limit of ten (10) calendar days within which to correct the violation(s) or contact the SCA COA Secretary to make arrangements to correct the violations or a $200.00 fine will be imposed and a $25 per month fee will also be applied for each month the property remains in violation for up to one year.
   - If the property continues to be in violation when the ten (10) calendar days expires then a **3rd letter** will be sent with a set limit of five (5) calendar days within which to correct the violation(s) or contact the SCA COA Secretary to make arrangements to correct the violations or a $200.00 fine will be imposed and a $25 per month fee will also be applied for each month the property remains in violation for up to one year.
   - If the property remains in violation at the conclusion of the five (5) days, it will be placed on the COA's next regular meeting agenda for further consideration or referral to the BOD. At this time the $200.00 fine will be imposed and a $25 per month fee will also be applied for each month the property remains in violation for up to one year.