

THE BLUE SKIES HOMEOWNERS ASSOCIATION

A California Nonprofit Mutual Benefit Corporation

ENFORCEMENT PROCEDURE

Effective: FEB 15, 2005

If this document contains any restriction based on race, color, religion, sex, familial status, marital status, disability, national origin, or ancestry, that restriction violates state and federal fair housing laws and is void. Any person holding an interest in this property may request that the county recorder remove the restrictive covenant language pursuant to subdivision (c) of Section 12956.1 of the Government Code.

TABLE OF CONTENTS

Description	Page
ENFORCEMENT PROCEDURE	1
VIOLATION REPORT	5
WARNING NOTICE	6
WRITTEN COMPLAINT — NON-ARCHITECTURAL VIOLATION NOTICE	7
NOTICE OF DEFENSE IN RESPONSE TO COMPLAINT FOR NON-ARCHITECTURAL VIOLATION	8
ARCHITECTURAL VIOLATION NOTICE	9
NOTICE OF DEFENSE IN RESPONSE TO COMPLAINT FOR ARCHITECTURAL VIOLATION	10
HEARING NOTICE	11
HOMEOWNER HEARING PROCEDURE	12
RULING NOTICE	13
ENFORCEMENT PROCEDURE FLOW CHART	14

THE BLUE SKIES HOMEOWNERS ASSOCIATION ENFORCEMENT PROCEDURE

The entities engaged in enforcing the Association's CC&Rs, Bylaws, Articles of Incorporation, Architectural Guidelines, and Rules and Regulations (hereafter, collectively, *Governing Documents*) are:

Board of Directors — The Board of Directors is charged with overseeing the enforcement of the Association's Governing Documents and working with the Architectural Control Committee. It has the authority to conduct violation hearings for violations, impose fines and cause violations to be remedied.

Architectural Control Committee — The Architectural Control Committee is charged with primarily reviewing and approving proposed landscape and architectural modifications.

STEP 1. INITIATION.

- If a **Violation Report / Complaint** ("Violation Report") (Exhibit 1) is completed by a homeowner, a Board member, Property Manager, Architectural Control Committee member, or another designated representative of the Association, the Violation Report will be verified as set forth in Step 2.

STEP 2. VERIFICATION

Verification of a Violation Report for non-architectural violations is accomplished by a review of the Association's Governing Documents and/or inspection by the Property Manager, Board of Directors, appropriate committee or other designated Association representative (hereinafter, collectively referred to as "Designated Representative"). Verification of a Violation Report for architectural violations is accomplished by a review of the Association's Governing Documents and/or inspection by the Architectural Control Committee. *Violation* shall be defined as an act in direct conflict with the Association's Governing Documents, and/or local, county or state requirements.

STEP 3. DOCUMENTATION

A. FOR NON-ARCHITECTURAL VIOLATIONS

1. The Board has the following options for enforcing non-architectural violations:
 - A **Warning Notice** (Exhibit 2) is completed by the Property Manager or other Designated Representative and forwarded to the violating homeowner (hereinafter *Violator*). At the discretion of the Board or Property Manager, this step may be skipped if, based on the seriousness of the violation, more immediate action is warranted.
 - If the violation persists after the Warning Notice has been issued OR if the Board or Property Manager determines to proceed directly to the written complaint, a **Complaint** (Exhibit 3A) is sent to the Violator, stating a deadline by which to cure the violation.
2. If a Complaint is sent and the Violator returns the **Notice of Defense** (Exhibit 3A) within fifteen (15) days, a **Hearing Notice** (Exhibit 4) will be sent to the Violator, setting forth the date, place and time upon which the Violator may be heard before the Board of Directors. If a Complaint is sent and the Violator fails to respond or take the necessary action by the deadline given, the Board may notice a hearing (Exhibit 4), in accordance with *Civil Code* §1363(h) and the Governing Documents, as more fully set forth in paragraph 3. below.
3. In accordance with *Civil Code* §1363(h) and the Governing Documents, the Board shall hold a hearing after giving at least ten (10) days written notice (Exhibit 4), provided the hearing is scheduled to occur no sooner than thirty (30) days after the Complaint was mailed or delivered to the Violator.

B. FOR ARCHITECTURAL AND LANDSCAPE VIOLATIONS

1. Examples of Architectural Violations are:
 - a. Owner of the property has not submitted the requisite documents to the Architectural Control Committee or secured requisite approval from the Association.
 - b. Owner of the property has obtained prior approval but has not complied with the approved final plans and specifications of the proposed work.
 - c. Owner has failed to maintain his/her/its residence and/or landscaping areas which Owner is responsible to maintain.
2. The Board has the following options for enforcing architectural violations:
 - A **Warning Notice** (Exhibit 2) is completed by the Property Manager or other Designated Representative and forwarded to the violating homeowner (hereinafter *Violator*). At the discretion of the Board or Property Manager, this step may be skipped and the Association may proceed directly to a Complaint.
 - If the violation persists after the Warning Notice has been issued OR if the Board or Property Manager determines to proceed directly to the written complaint, a **Complaint** (Exhibit 3B), which is sent to the Violator, stating a deadline by which to cure the violation.
3. If a Complaint is sent and the Violator returns the **Notice of Defense** (Exhibit 3B) within fifteen (15) days, a **Hearing Notice** (Exhibit 4) will be sent to the Violator, setting forth the date, place and time upon which the Violator may be heard before the Board of Directors. If a Complaint is sent and the Violator fails to respond or take the necessary action by the deadline given, the Board shall hold a hearing after giving at least ten (10) days written notice (Exhibit 4), provided the hearing is scheduled to occur no sooner than thirty (30) days after the Complaint was mailed or delivered to the Violator.

STEP 4. HOMEOWNER HEARING PROCEDURE

A. **Findings of Fact and Recommended Action:** The Board of Directors should make specific findings as it relates to the violation of the Governing Documents, noting them on the **Homeowner Hearing Procedure form** (Exhibit 5) and **Ruling Notice form** (Exhibit 6) with the facts which support its decision. The decision of the Association and action recommended/taken should also be noted. **NOTE:** If no violation is found, then no remedy is required, and the Association would then issue a Ruling Notice pursuant to Step 4.C below.

B. **Remedies.** If it is determined a violation has taken place, the Board of Directors has the following remedies:

1. **Impose Special Enforcement Assessment** — Even if the violation is not of a continuing nature and does not lend itself to a self-help remedy, the Board of Directors still has the authority to impose a Special Enforcement Assessment for failure to comply with the provisions of the Governing Documents. The Board of Directors may only impose a Special Enforcement Assessment after providing notice and hearing to a Violator, pursuant to the minimum requirements set forth herein. The following Special Enforcement Assessment structure is based upon a reasonable determination of the costs (*i.e.* attorneys' fees, property management fees, etc.) expended by the Association in performing its functions in enforcing the Governing Documents, as well as the imposition of appropriate sanctions for violation of said Governing Documents. For the purposes of this Enforcement Procedure, the following definitions shall apply:

- The term *violation* shall mean and include any failure to follow and/or observe the Association's Governing Documents.

The term *recurring violation* shall mean any violation of the Association's governing documents which has a definite commencement and cessation, but has occurred more than once. Examples of recurring violations are: (1) parking a recreational vehicle for over the time set forth in the Governing Documents, but moving it and subsequently returning and parking the recreational vehicle within the subdivision and again violating the parking restrictions; (2) letting a dog run free throughout the subdivision on more than one occasion.

The term *continuous violation* shall mean any violation of the Association's governing documents which is ongoing and has not ceased for a period of time in excess of seventy-two (72) consecutive hours. Examples of continuous violations are: (1) a badly-maintained lawn; (2) permanent installation of a basketball hoop in front of a home; or (3) unapproved lattice work attached to front of residential unit. Upon the Owner's curing the violation, the Board of Directors may, but is not obligated to, waive any portion or all of the monetary fine imposed for a continuous violation.

The Special Enforcement Assessment structure is detailed in Step 4.D below.

2. **Right and Authority to suspend or condition the right to use recreational facilities, suspend voting rights and/or the operation of the cable television service to the Owner's unit and/or record a Notice of Noncompliance against the Member's Mobilehome Space and/or any other any other privilege of any Member or Person deriving rights from any Member for a period not to exceed thirty (30) days for each non-continuing violation of the Governing Documents, for any period during which the Member is delinquent in the payment of any assessment, fine or monetary penalty and/or in the case of a continuing infraction, suspension may be imposed for as long as the violation continues.**

3. **Towing of Vehicles** — Pursuant to California *Vehicle Code* §22658.2, the Association may have any improperly parked vehicles removed and towed to the nearest public garage. Prior to any towing, the Association shall place a written notice on the violating vehicle, enumerating that the vehicle will be towed to a public garage unless the vehicle is moved within twenty-four (24) hours. In such an event, the Association shall not be liable for any damages incurred by the vehicle owner because of the removal of a vehicle or for any damage to the vehicle caused by the removal, including without limitation the charge for towing and storage of the vehicle by the towing company.

4. **Self-Help Remedy for Continuing Architectural Violations** — If it is determined a violation has taken place, the Board of Directors shall make findings of fact and request corrective action (removal, replacement, repair and/or modification) by the Violator. If corrective action is not taken by the Member and the violation can be cured through a self-help remedy, the Ruling Notice shall further indicate that if the Member fails to comply within the time provided, the Board of Directors shall bring the Member into compliance and charge the cost of same to the Member as a Special Enforcement Assessment. However, any demand letter which requires the Association to go onto a Members' property to rectify the violation should be reviewed and sent by Association's counsel.

5. **Other Potential Remedies / Sanctions** — Notwithstanding anything set forth herein, the Board of Directors in its discretion shall have the power to require any other applicable remedy and/or sanction for as long as it deems necessary, provided, however, that said remedy / sanction is in accord with the Association's Governing Documents and law. If the violation is of such a serious nature that potential legal action is contemplated, the Association's general counsel should be consulted for determination whether Alternative Dispute Resolution ("ADR") should be offered to the Violator (as well as consideration of other potential remedies).

C. **Ruling Notice.** Regardless what remedy the Board of Directors chooses to take, even if no violation is found, the Association must mail to the Violator a **Ruling Notice** (Exhibit 6) within fifteen (15) days after the date of hearing. If it is ruled that a Special Enforcement Assessment shall be imposed against the Violator, then the Board must give notice of the ruling to the Violator and request payment of such assessment within thirty (30) days after the Ruling Notice is mailed. This is to be recorded in the Executive Session minutes or regular minutes, whichever is applicable.

D. **Special Enforcement Assessment Structure.** If any Member's failure to comply with the provisions of the Governing Documents results in the Association's expenditures of monies or to reimburse

the Association for any costs incurred related to the action or non-action of a Member, the Association may levy a Special Enforcement Assessment against such Member. Additionally, the Association may levy fines as a Special Enforcement Assessment consistent with Table 1 and 2 below. The amount of the Special Enforcement Assessments may be amended from time to time by the Board of Directors. The present structure of the Association for Special Enforcement Assessments for violations of the Governing Documents shall be as follows:

Table 1: Special Enforcement Assessments for Violation of the Governing Documents	
First Violation	Costs Incurred by the Association, if any, as well as a monetary fine up to \$250.00.
Recurring Violation for a Second Time	Costs Incurred by the Association, if any, as well as a monetary fine up to \$500.00.
Recurring Violation for a Third or More Times	Costs Incurred by the Association, if any, as well as a monetary fine up to \$750.00 plus possible legal action.
Continuous Violation	Costs Incurred by the Association, if any, as well as a monetary fine up to \$750.00 PLUS an amount up to \$40.00 per day from the date of the first notice of violation until violation is cured.

In addition to the Special Enforcement Assessments described in Table 1 above, the Board of Directors may levy the following Special Enforcement Assessments for Architectural Application Violations, which may be added to any Special Enforcement Assessments.

Table 2: Special Enforcement Assessment for Architectural Application Violations	
Special Enforcement Assessment for Commencing Architectural Improvement without <ul style="list-style-type: none"> • Architectural Control Committee Approval and/or • Submitting Application (even if Improvement is within Guidelines)	Up to \$1,000.00 plus legal costs and any other remedies available to the Association
Special Enforcement Assessment for Failure to follow submitted plans and specifications and/or make corrections upon notice	Up to \$1,000.00 plus legal costs and any other remedies available to the Association

E. Collection of Special Enforcement Assessments. Pursuant to the Association's collection policy and the Governing Documents, if a Special Enforcement Assessment was levied for failure to comply with the Governing Documents or for costs incurred by the Association in repair of damage to the Common Areas and is not paid within thirty (30) days after mailing the Ruling Notice, then the Board may suspend all member privileges and may proceed under its collection policy to collect the unpaid Special Enforcement Assessment. For purposes of this section, the term *suspend all member privileges* shall constitute an enforcement action against the member for violation of the governing documents and shall not be construed as causing a forfeiture or abridgement of Owner's right to the full use and enjoyment of his or her Mobilehome Space.

**EXHIBIT 1 TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION
VIOLATION REPORT**

Date: _____

- I. **Person Making Report:** Name: _____
Address: _____
Telephone Number: _____
- II. **Description of Violation:** (Fill in as completely as possible)
Date: _____ Time: _____ Location: _____
Description - Please print: _____
- III. **Description of Violator:** (Fill in as completely as possible) Male _____ Female _____
Name: _____ Telephone No: _____
Address: _____
Vehicle License Number _____
- IV. **Additional Witness:**
Name: _____ Address: _____
- V. **Violation Verification:** By: _____

[To be completed by Association]

The above Violation Report has been reviewed and the following action taken:

- No Action Taken: _____
- Warning Notice to be sent: _____
- Complaint to be sent: _____
- Hearing Notice to be sent/ Hearing Date _____
- Expedited Hearing Notice to be sent/ Hearing Date _____

For Architectural Violation

- Incomplete or lack of application and/or missing requisite plans submitted
- No Architectural Control Committee approval
- Construction inconsistent with approved plans and specifications
- Other

Comments: _____

Action Taken as Noted On: _____

Date: _____ Signature: _____

THE BLUE SKIES HOMEOWNERS ASSOCIATION

By: _____

**EXHIBIT 2 TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION
WARNING NOTICE**

Date: _____ Time: _____

IN ACCORDANCE WITH THE ASSOCIATION'S GOVERNING DOCUMENTS, YOU ARE HEREBY NOTIFIED OF YOUR VIOLATION OF THE FOLLOWING RULE(S), BASED UPON A VIOLATION REPORT DATED _____

PARKING/VEHICLE: Date: _____ Time: _____

- | | |
|---|---|
| <input type="checkbox"/> Speeding | <input type="checkbox"/> Under-Age Driver |
| <input type="checkbox"/> Missing Decal | <input type="checkbox"/> Illegal Parking |
| <input type="checkbox"/> Ignoring Stop Sign | <input type="checkbox"/> Other _____ |

Location: _____

Vehicle Type: _____

License #: _____ State: _____

Identification #: _____ Color: _____

PET: Date: _____ Time: _____

- | | |
|---|--|
| <input type="checkbox"/> Pets in Unauthorized Areas | <input type="checkbox"/> Unleashed |
| <input type="checkbox"/> Defecation on Lawn | <input type="checkbox"/> Incessant Noise |
| <input type="checkbox"/> Other: _____ | |

Description of Animal: _____

Location: _____

POOL / SPA _____

COMMON AREA / RECREATIONAL FACILITIES _____

PROPERTY MAINTENANCE _____

TENANT/VISITOR _____

ARCHITECTURAL VIOLATIONS _____

- Incomplete application and/or missing requisite plans submitted
- No Architectural Control Committee approval
- Construction inconsistent with approved plans and specifications

OTHER _____

THE BLUE SKIES HOMEOWNERS ASSOCIATION

By: _____

**EXHIBIT 3A TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION
WRITTEN COMPLAINT — NON-ARCHITECTURAL VIOLATION NOTICE**

Date: _____

Name(s): _____

Address: _____

YOU ARE IN VIOLATION OF THE ASSOCIATION'S GOVERNING DOCUMENTS, BASED UPON A VIOLATION REPORT DATED _____

- PARKING/VEHICLE:** Date: _____ Time: _____
- | | |
|---|---|
| <input type="checkbox"/> Speeding | <input type="checkbox"/> Under-Age Driver |
| <input type="checkbox"/> Missing Decal | <input type="checkbox"/> Illegal Parking |
| <input type="checkbox"/> Ignoring Stop Sign | <input type="checkbox"/> Other _____ |

Location: _____

Vehicle Type: _____

License #: _____ State: _____

Identification #: _____ Color: _____

- PET:** Date: _____ Time: _____
- | | |
|---|--|
| <input type="checkbox"/> Pets in Unauthorized Areas | <input type="checkbox"/> Unleashed |
| <input type="checkbox"/> Defecation on Lawn | <input type="checkbox"/> Incessant Noise |
| <input type="checkbox"/> Other: _____ | |

Description of Animal: _____

Location: _____

- POOL / SPA _____
- COMMON AREA / RECREATIONAL FACILITIES _____
- PROPERTY MAINTENANCE _____
- TENANT/VISITOR _____
- OTHER _____

NECESSARY ACTION TO CONFORM WITH THE ASSOCIATION'S GOVERNING DOCUMENTS:

DATE REMEDIAL ACTION MUST BE TAKEN: _____

Failure to comply with this notice by the above time and/or date shall constitute a willful violation and you will be subject to any and all remedies of the Association, including but not limited to the imposition of a Special Enforcement Assessment, and/or suspension of voting and common area privileges, including use of the recreational facilities and the operation of the cable television service to the Owner's unit. Unless a written request for a hearing signed by or on behalf of the person named as Respondent in this Complaint is delivered or mailed to the Board of Directors within fifteen (15) days after the Complaint, the Board of Directors may proceed upon the Complaint in accordance with the Association's Enforcement Procedure. The request for a hearing may be made by delivering or mailing the enclosed form entitled "Notice of Defense" to the Board of Directors at the following address: *Board of Directors, The Blue Skies Homeowners Association, _____, California*. You may, but need not, be represented by counsel at any or all stages of these proceedings. If you desire the names and addresses of witnesses or an opportunity to inspect any relevant writings or items on file in connection with this matter in the possession, custody or control of the Board of Directors, you may contact the Association's Property Manager.

THE BLUE SKIES HOMEOWNERS ASSOCIATION

By: _____

(Continued)

EXHIBIT 3A TO ENFORCEMENT PROCEDURE (CONTINUED)
THE BLUE SKIES HOMEOWNERS ASSOCIATION

NOTICE OF DEFENSE IN RESPONSE TO COMPLAINT FOR NON-ARCHITECTURAL VIOLATION

Date: _____

This document shall represent my/our written request for a hearing signed by or on behalf of the person(s) named as Respondent in the Written Complaint dated _____ and is being delivered or mailed to the Board of Directors within fifteen (15) days after the Written Complaint.

I/We understand that I/we may, but need not, be represented by counsel at any or all stages of these proceedings. I/We also understand that if I/we desire the names and addresses of witnesses or an opportunity to inspect any relevant writings or items on file in connection with this matter in the possession, custody or control of the Board of Directors, I/we may contact the Association's Property Manager.

Respondent Name(s): _____

Respondent Signature(s): _____

Address: _____

[For Association use only]

Dated Received: _____

Received by: _____

Hearing scheduled for [date]: _____

**EXHIBIT 3B TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION
ARCHITECTURAL VIOLATION NOTICE**

Date: _____

Names(s): _____

Address: _____

Space No. _____ Telephone No. _____

Dear Owner:

This notice is being sent to you in an effort to call your attention to a problem that exists on your property. When you purchased your unit, you covenanted and promised to support the Association by conforming with the Covenants, Conditions and Restrictions, local ordinances, the Association's Rules and Regulations, and the Bylaws. Purchasers of units at The Blue Skies Homeowners Association are guaranteed by the Governing Documents that these covenants will be enforced, thereby protecting the values and rights of their property. Most of the so-called rules of the Governing Documents are, in fact, State, County and City building and safety codes. Other requirements are for the health, safety and quiet enjoyment of all the homeowners who own units at The Blue Skies Homeowners Association. As such, you are hereby notified of the following violation and the need to immediately for correction:

- DESCRIPTION OF VIOLATION: _____

- LOCATION OF VIOLATION - SPACE NO. _____
- NECESSARY ACTION TO CONFORM WITH ASSOCIATION GOVERNING DOCUMENTS AND/OR LOCAL ORDINANCES: _____

- DATE REMEDIAL ACTION MUST BE TAKEN: _____

Failure to comply with this notice by the above time and/or date shall constitute a willful violation which may result in an imposition of a Special Enforcement Assessment, suspension of your voting and common area privileges, the operation of the cable television service to the Owner's unit, or any other remedy available to the Association. Unless a written request for a hearing signed by or on behalf of the person named as Respondent in this Complaint is delivered or mailed to the Board of Directors within fifteen (15) days after the Complaint, the Board of Directors may proceed upon the Complaint in accordance with the Association's Enforcement Procedure. The request for a hearing may be made by delivering or mailing the enclosed form entitled "Notice of Defense" to the Board of Directors at the following address: *Board of Directors, The Blue Skies Homeowners Association, _____, California _____*. You may, but need not, be represented by counsel at any or all stages of these proceedings. If you desire the names and addresses of witnesses or an opportunity to inspect any relevant writings or items on file in connection with this matter in the possession, custody or control of the Board of Directors, you may contact the Association's Property Manager.

THE BLUE SKIES HOMEOWNERS ASSOCIATION

By: _____

(Continued)

EXHIBIT 3B TO ENFORCEMENT PROCEDURE (CONTINUED)
THE BLUE SKIES HOMEOWNERS ASSOCIATION

NOTICE OF DEFENSE IN RESPONSE TO COMPLAINT FOR ARCHITECTURAL VIOLATION

Date: _____

This document shall represent my/our written request for a hearing signed by or on behalf of the person(s) named as Respondent in the Written Complaint dated _____ and is being delivered or mailed to the Board of Directors within fifteen (15) days after the Written Complaint.

I/We understand that I/we may, but need not, be represented by counsel at any or all stages of these proceedings. I/We also understand that if I/we desire the names and addresses of witnesses or an opportunity to inspect any relevant writings or items on file in connection with this matter in the possession, custody or control of the Board of Directors, I/we may contact the Association's President.

Respondent Name(s): _____

Respondent Signature(s): _____

Address: _____

[For Association use only]

Dated Received: _____

Received by: _____

Hearing scheduled for [date]: _____

EXHIBIT 4 TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION

HEARING NOTICE

Date: _____

Name(s): _____

Address: _____

PROPERTY ADDRESS OF VIOLATION: _____

Dear Owner:

You have been sent a written complaint for your violation of the Association's Governing Documents to which you have either: 1) failed to respond and/or take actions necessary within the time provided; or 2) responded by filing a Notice of Defense. As such, in accordance with the *Corporations Code, Civil Code* and the Governing Documents, we are hereby serving Notice upon you that a hearing will be held before the Board of Directors of The Blue Skies Homeowners Association at the time/place listed below, to address the alleged violation(s) made in the Written Complaint served upon you. You may be present at the hearing, may but need not be represented by counsel, may present any relevant evidence, and will be given full opportunity to cross-examine all witnesses testifying against you. You are entitled to request the attendance of witnesses and the production of books, documents or other items by applying to the Board of Directors of the Association. The outcome of this Hearing may result in an imposition of a Special Enforcement Assessment, suspension of your voting and common area privileges, including the use of the recreational facilities, the operation of the cable television service to the Owner's unit, or any other remedy available to the Association.

VIOLATION REPORTED: _____

HEARING DATE: _____ TIME: _____

PLACE: _____

If you have any questions, please contact: _____

THE BLUE SKIES HOMEOWNERS ASSOCIATION

By: _____

EXHIBIT 5 TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION

HOMEOWNER HEARING PROCEDURE

1. Review of all documentation submitted by the Association staff.
2. Statement of Violation by acting chairperson.
3. Review requirements of Association's Governing Documents.
4. Statement by Violator.
5. Statement of any third-party witnesses.
6. Discussion and questioning of the Violator by Association.
7. Questions (if any) and final statement by the Violator.
8. Ruling made by Board of Directors.
9. Enforcement procedures as applicable.
10. Adjournment.

Documentation:

Name of Violator(s) _____ Phone No. _____

Address/Space No.: _____

Nature of Violation: _____

Findings of Fact: *[attach additional pages, if necessary]* _____

Additional Comments: _____

Recommended Action: _____

THE BLUE SKIES HOMEOWNERS ASSOCIATION

Date: _____

By: _____

**EXHIBIT 6 TO ENFORCEMENT PROCEDURE
THE BLUE SKIES HOMEOWNERS ASSOCIATION
RULING NOTICE**

Date: _____

Name(s): _____
Address: _____

RE: VIOLATION HEARING HELD ON _____

Dear Owner:

You have been notified of your violation of the Association's Governing Documents. In accordance with the hearing held by the Board of Directors, the Board makes the following findings of fact: _____

Based on the foregoing, the Association takes the following action:

- No action taken.
- Suspension of Violator's voting and common area privileges, including use of the recreational facilities and the operation of the cable television service to the Owner's unit commencing on _____ and terminating on _____.
- Bring space/Violator into compliance by taking the following action: _____
_____ on or before the close of business on _____, 20_____.
- Demand to remove the unauthorized improvement or other work and to further restore the property to its original condition (prior to the commencement of the unauthorized improvement) by the date of _____. Failure to comply could result in removal and restoration by the Association, and, if the Association pays for any costs for such action, a Special Enforcement Assessment may be levied against the Violating Owner in accordance with the Governing Documents and *Civil Code* §§1366 and 1367.
- Special Enforcement Assessment Levied in the Amount of: \$ _____
- Other: _____

Special Enforcement Assessments must be paid within thirty (30) days of the date of this Ruling Notice.

**APPROVED AND ADOPTED FOR ENFORCEMENT BY THE BOARD OF
THE BLUE SKIES HOMEOWNERS ASSOCIATION**

By: _____

ENFORCEMENT PROCEDURE FLOW CHART

