

CROWN MEADOWS HOMEOWNERS ASSOCIATION

COMPLIANCE POLICY

At Crown Meadows, we are a community striving to live in harmony with, and to be there for, each other. It is our goal to work with the residents to keep our community the great, beautiful place that we all love.

The purpose of this policy is to establish guidelines for some of the frequent types of violations addressed in the Crown Meadows Homeowners Association Declaration of Restrictions, Covenants, and Conditions (CC&Rs). It is not intended to be a complete list of all possible violations. Please refer to the CC&Rs for full details.

GOAL

It's the goal of the Crown Meadows HOA and the Architectural Committee to work with residents to resolve any violation issues quickly and without resorting to fines or legal action. The purpose of adopting this policy for violation notifications is to have a means of enforcing the CC&Rs without having to resort to legal action. Without this policy, the HOA doesn't have a lot of power outside of taking legal action to enforce the CC&Rs. We'd like to avoid that by developing this process for addressing violations in a fair and timely manner. If a resident is unable to work with the HOA to resolve issues within the given time then fines will be enforced. We want to prevent the value of our homes and the beautiful neighborhood we love from being negatively impacted by properties not being well kept.

This compliance policy is to provide an incentive to homeowners to address ongoing problems that are going without correction. Refusal to take corrective actions when notified must be followed up with a monetary penalty that is contributed to the process of improvement for our neighborhood. This policy was adopted by the Crown Meadows Home Owners Association Board of Directors and by Resolution of the Board of Directors, is effective September 10, 2022.

It is not the intent of this policy to place undue hardship on residents. The Crown Meadows HOA will practice grace to our neighbors and residents. Extenuating circumstances that may impact a resident's ability to comply may be considered by HOA Committees and Officers responsible for enforcement of the Declaration of Restrictions, Covenants, and Conditions of Crown Meadows (CC&Rs) on a case-by-case basis.

POLICY

All properties should always be well-maintained and harmonize with existing surroundings and structures as defined by Crown Meadows CC&Rs.

VIOLATIONS

Yard Maintenance:

The Crown Meadows HOA uses Greene County code for yard regulations as a guideline.

- Mowing: All yard areas of homeowner lot or lots
- Edging: Sidewalk, driveway, and curb
- Weed control: Flowerbeds, non-lawn areas, cracks of sidewalks, and driveways
- Vegetation requirements: The majority of the front yard will consist of grass. No hard, packed earth or barren spots. Gravel and loose stones cannot be used instead of vegetation.
- Keeping Lot areas that are visible from the street picked up and clear of miscellaneous items which are not meant to be permanently placed in the yard.

Exterior Home Maintenance: Home siding and trim must be maintained on a basis frequent enough to maintain an overall well-kept appearance. This includes:

- Siding regular maintenance: repair or replacement of worn or damaged siding and cleaning of unsightly stains or mildew.

- Trim regular maintenance: repair, replacement, or cleaning of weathered or damaged trim, shutters, or architectural wood supports.

Unapproved Exterior Changes: Any changes to the exterior of the residence, the addition of any structure, fence replacement or installation, painting, roof replacement, and major landscape modifications and installations must be pre-approved in writing by the Architectural Committee if any changes are going to deviate in like, kind, or quality of materials from the existing structure(s). (Refer to the Crown Meadows CC&Rs.)

Boats, Trailers, and Other Recreational Vehicles and Equipment: No mobile home, truck, boat, recreational vehicle, or any other trailered vehicle larger than 1 ton shall be parked, kept, maintained, or repaired within the front fifty percent of any property or street (public or private) within Crown Meadows; nor shall any motor vehicle of any kind be constructed, reconstructed, or repaired on public or private property within Crown Meadows without written permission from the Architectural Committee, provided, however, that the provisions of this paragraph not apply to emergency vehicle repairs, or normal vehicle maintenance, which can be commenced and completed during the same calendar day (such as an oil change or spark plug repair). Mobile homes and recreational vehicles should not be kept on the property in front of the fence or in the driveway within the front 50% of any property for more than 7 days to load/unload for trips.

Vehicles: Vehicles that are regularly parked in view may not be parked on the grass or sidewalks at any time. No vehicles without a current license plate, derelict (inoperable), junk, or racing vehicles shall be located on any Lot temporarily or permanently. Greene County authorities will be contacted to enforce procedures to remove abandoned and/or inoperable vehicles from the street and right-of-ways.

Basketball hoops: Portable basketball hoops need to be moved near the house or garage when not in use. At no time are portable basketball hoops to be stored on the street.

Animals: All pets must be leashed and at all times must be under the control of the person holding the leash. Dogs, cats, or any other animals may not be allowed to cause a nuisance. When pets foul another owner's property pet owners must immediately remove the feces from the property.

VIOLATION NOTICES AND FINES

Crown Meadows HOA is given express authority in the Association's CC&Rs and Bylaws to adopt and publish rules and regulations to enforce the protective covenants. To enforce these rules, the HOA Board and a majority vote of HOA homeowners have also adopted a notification and fining policy to address repeat violations. Violation notices will reference the type of violation present. Violations will be categorized as one of the following types (see the CC&Rs and Bylaws for more details on these regulations):

Nuisance violations

Violations that qualify under the State of Missouri nuisance law, such as excessive noise and offensive odors.

Landscaping violations

Overgrown lawn grasses (higher than 9")
Overgrown weeds (higher than 12")
Dead vegetation of any kind
Trees and/or vegetation in need of trimming, etc.

Maintenance violations

Worn or peeled paint on siding and/or trim
Fencing in need of repair or staining
Roof in need of repair/shingle replacement
Siding or trim in need of replacement or repair, etc.

Blatant violations

Making modifications without approval
Livestock violations, etc.

First notice of violation will be mailed to the homeowner via certified letter to ensure it is received. This letter will include the date, type, and the number of the violation, as well as the person(s) to contact to further discuss the situation, should any extenuating circumstances be preventing a timely correction. The HOA will work with the homeowners to find a solution.

Some typical time frames for addressing violations could be as follows, but the Architecture Committee and the HOA board will work with you to find a time frame that is fair and reasonable for the issue at hand. These time frames will be used to send a second notice if the homeowner does not contact the Architecture Committee or HOA Board beforehand.

- Nuisance violations 7 days
- Landscaping violations 14 days
- Maintenance violations 90 days
- Blatant violations vary depending on the issue

Second notice of violation will be mailed to the homeowner via certified letter following the time frame that was decided on after the first communication to ensure it is received. This letter will include the date, type, and the number of the violation as well as the person(s) to contact to further discuss why the situation has not been addressed in the time frame that was agreed upon in the first communication. We understand that things can happen to cause obstacles in addressing some issues and it's the goal of the HOA to work with residents to resolve issues before resorting to fines.

In the case that the homeowner has not spoken to the Architecture Committee or HOA Board since the first notice was sent to address the issue and the issue is outstanding, the second notice will be sent in the time frames listed above after the first attempt to make contact with the homeowner to resolve the issue before resorting to fines.

Third notice of violation will be mailed to the homeowner via certified letter following the time frame that was decided on after the second communication to ensure it is received. This letter will include the date, type, and the number of the violation and will include an unavoidable fine for continued or repeated non-compliance. The time frame for violation correction and payment of the fine for a third notice is the same as mentioned above under the first notice. The fines for the third notice are as follows:

- Nuisance violations \$ 25 minimum
- Landscaping violations \$ 40 minimum
- Maintenance violations \$ 50 minimum
- Blatant violations vary depending on the severity of the violation

All subsequent notices (fourth notice, fifth notice, etc.) of violation will be mailed to the homeowner and will include a larger unavoidable fine for continued or repeated non-compliance. The time frame for violation correction for any subsequent notice is the same as for the first notice (see above), but all subsequent notices will include a fine in the following amount:

- Nuisance violations \$ 50 minimum
- Landscaping violations \$ 80 minimum
- Maintenance violations \$ 100 minimum
- Blatant violations vary depending on the severity of the violation

To ensure continued compliance by all homeowners, fines for all notices beyond the third notice will be applied cumulatively.

If the violation condition is corrected ("cured") and remains "cured" for six months, the process will begin again as the first violation for any future violations of the same type. If a homeowner repeats the same violation within that six months it will result in a fine for each violation.

Fines will be assessed annually. When a fine is assessed, the owner will receive the notice of violation along with an invoice showing the fine has been added to their assessment account. An owner will have the opportunity to contest any fine that is assessed against their assessment account. The process will be stated on the notice.

The fine collected will be added to the Crown Meadows HOA account and used to offset the cost of management and enforcement of the neighborhood rules. HOA Officers and Committee Members will provide uniform enforcement and tracking of homeowner violations.

The fine schedule is a guideline only. HOA Officers and Committee Members reserve the right to levy lesser or greater fines and provide additional warnings or fewer warnings before fines are assessed.