

VOP Covenants Enforcement Process

In an effort to continue to make Villages of Pablo a great place to live and to equally and fairly enforce all rules set forth by our covenants and general property standards, we have created the following procedures:

1. If during our management company's routine monthly inspection a property is reported to be in violation, that homeowner will receive an initial letter from our Property Manager at BCM. This notice will give the homeowner 7-30 days to get the property into compliance with the covenant and general property standard rules (the time frame to address the violation depends on the issue). If there are extenuating circumstances and/or the homeowner chooses to discuss or appeal this violation, they are encouraged to contact Blaine Anderson at BCM Services at (904) 242-0666.
2. If after 30 days that violation or violations have not been addressed (as determined during the next routine monthly inspection by BCM), the homeowner will receive a follow up letter. This letter will notify the homeowner that they will be receiving notification of the next steps in our enforcement process if the problem is not corrected within 30 days.
3. After a total of 60 days of non-compliance, the resident will receive a final letter from the homeowners association giving them an additional 30 days to address the violation. Additionally, the resident will receive a flyer from our attorney detailing the next steps in the enforcement process if the problem is not resolved in 30 days.
4. After a total of 90 days of non-compliance, the resident's file will be turned over to the VOP Attorney, who will begin the mediation process, sending the homeowner a letter offering *Pre-Suit Mediation*.
5. If the homeowner chooses this option, we will mediate. If not, after 120 total days of non-compliance, with approval of the VOP Covenants Committee and the VOP Board, our attorney will send a *Final Demand Letter (Notice of Impending Legal Action)* that legal action is imminent. At this point, if the issues are not addressed immediately, legal action will be taken. The homeowner will be responsible for addressing all of the violations detailed, PLUS be responsible for paying all legal fees.

It is our sincere goal for all violations to be addressed in the first 30 days so that additional action is never needed. Again, we would like to stress that if you have extenuating circumstances or a detailed plan to address your violation, we encourage you to reach out to BCM or a VOP Board member. Direct communication is always the best way for us to help you remedy your problem. We appreciate your cooperation in this matter.

The Villages of Pablo HOA