



Violation Enforcement Policy

Architectural Violations:

- Reporting
 - Must be witnessed by management.
 - Reported by current Board director in any manner.
 - Reported in writing (written or email) by any resident, then verified by management.
- First friendly contact with resident on a violation will be either in person, by email or by reminder left on door including correction action needed.
 - Residents would be allowed at least seven (7) days before additional action.
 - Thirty (30) days on repairs to a home.
- Second/Final warning will be mailed to owner of home with correction dates and violation correction steps needed.
- Right to Appear Letter will be mailed with at least a fifteen (15) day window to contact management in regard to making an appearance at the next hearing committee meeting.
- Hearing Committee reviews case and approves of invoicing of fine. ***Fine amount would be \$25.00 per occurrence or \$25.00 per day until corrected depending upon violation.***
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- Fine would be invoiced to owner. Due fifteen (15) days from invoicing.
- Fine continues to be incurred per schedule and receive late fees and interest after fifteen (15) days.
- Owner is invoiced every thirty (30) days, receiving interest and late fees until paid in full.
- Once fine reaches \$1,000, would be brought to Board review, for possible legal action.

Pet Violations: (Includes waste clean-up, nuisance, off leash or not under control)

- Reporting
 - Must be witnessed by management.
 - Reported by current Board director in any manner.
 - Reported in writing (written or email) by any resident.
- Attention Needed/Final warning will be mailed to owner of home with correction dates and violation correction steps needed.
- Right to Appear Letter will be mailed with at least a fifteen (15) day window to contact management in regard to making an appearance at the next hearing committee meeting.
- Hearing Committee reviews case and approves of invoicing of fine. ***Fine amount would be \$50.00 per occurrence.***
- Fine would be invoiced to owner. Due fifteen (15) days from invoicing.
- Fine receives late fees and interest after fifteen (15) days.
- Owner is invoiced every thirty (30) days, receiving interest and late fees until paid in full.
- Once fine reaches \$1,000, would be brought to Board review, for possible legal action.