

## 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, 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 rules (the time frame to address depends on the issue). If there are extenuating circumstances and/or the homeowner chooses to discuss or appeal this violation, they are asked 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 certified letter. This letter will notify the homeowner that further action may be taken against them in 30 days if the problem is not corrected.
3. After a total of 60 days of non-compliance, with approval of a majority of the Covenants Committee and VOP Board of Directors, the VOP attorney will send the homeowner a letter offering *Pre-Suit Mediation*.
4. If the homeowner chooses this option, we will mediate. If not, 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 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