

# VOP Covenants Enforcement Process

In a continuing 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 have an issue with property maintenance, that homeowner will receive an initial "notice" from our Property Manager at BCM. This notice will be a friendly reminder for the homeowner to voluntarily get their property into compliance with the covenants and general property standard rules.
2. If after 30 days that issue or issues have not been addressed (as determined during the next routine monthly inspection by BCM), and upon a majority vote of the VOP Covenants Committee (at least 3 "Yes" votes) and approval from the HOA board, the homeowner will receive a follow up official violation 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, again upon the recommendation of the VOP Covenants Committee (majority vote – at least 3 votes) and approval from the HOA board, the resident will receive a second letter from the homeowners association giving them 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, upon the recommendation of the VOP Covenants Committee (majority vote – at least 3 votes) and approval from the HOA board, the resident will be asked to attend a formal hearing in front of the Covenants Committee within 20 days. If that hearing takes place, the Covenants Committee will vote on next steps and pass on their recommendation to the board.
5. If the resident does not respond to the letter or does not show up for the hearing, upon the recommendation of the VOP Covenants Committee (majority vote – at least 3 votes) and approval from the HOA board, 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*.
6. If the homeowner chooses this option, mediation will begin. If not, after 120 total days of non-compliance, 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