



VIOLATIONS DESCRIPTIONS

Category A

Chickens or other farm animals on a lot
Boat on a lot
Vehicle parked on sidewalk or grassed area
Inoperable or non-registered vehicle on a lot
Storage of items on front porch, lawn or visible above the fence line
Portable basketball hoops stored on sidewalk

Category B

Window A/C unit with out a lattice screen
Fence repairs and painting
House painting
Garages used as a storage room or added living quarters. Garage left open.
Modification of yard and home without Design Committee approval

Category C

Grass strip maintenance (planter strip)
Lawn maintenance

Category A Violations Procedures

Courtesy Letter

Covenants Staff sends first notice stating the violation and a 7 day deadline for correct violation.

Violation Letter w/\$50 Invoice

Covenants Staff sends out formal letter with 7 day deadline for correcting violation and stating a \$50 fine will be assessed in 7 days, if the violation is not corrected.

Fine Valid Letter w/\$100 Invoice

A 7 day follow-up is conducted to ensure compliance. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$50 fine is posted to the owners account. A \$100 fine is issued with an effective date of 14 days from the date of the fine letter.

Double Fine Letter w/\$200 Invoice

A 14 day follow-up is conducted to ensure compliance. If an owner fails to correct the violation and/or contact the Covenants Department, the \$100 fine is posted to the owners account. A \$200 fine is issued with a compliance of 14 days from the date of the double fine letter.

Legal Letter

A 14 day follow-up is conducted to ensure compliance is met. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$200 fine is posted to the owners account and file forwarded to our Attorney's for legal action.

Repeat Violations

Repeat violators will skip the first two notices for Category A, because they have had five identical violations within a two-year period.

- a. Covenants Staff sends out a Fine Valid letter with a \$50 invoice effective immediately.
- b. A follow-up inspection is conducted within 7 days from the date of the letter. If an owner fails to correct the violation and/or contact the Covenants Department, a Double Fine Letter w/\$100 invoice is issued with an effective date.
- c. A follow-up inspection is conducted within 7 days from the date of the Double Fine Letter. If an owner fails to correct the violation within the mandated timeline, a Legal Letter is issued with a \$200 invoice with an effective date.
- d. A follow-up is conducted within 7 days from the date of the Legal Letter. If an owner fails to correct the violation and/or contact the Covenants Department, the lot is forwarded to our Attorney's for legal action.

Category B Violations Procedures

Courtesy Notice

Covenants Staff sends a first notice stating the violation and a 14 day deadline for correcting violation.

Follow-up Notice

Within two days after the deadline for correction of violation given by the Covenants Staff, if violation persists, the Covenants Staff sends a second notice stating the violation and 14 day deadline for correcting violation.

Violation Letter w/\$50 fine invoice

Covenants Staff sends a violation letter w/\$50 fine invoice for non-compliance. The owner will have 30 days to correct the violation and/or contact the Covenants Department to avoid fine from being posted to account.

Fine Valid Letter w/\$100 fine invoice

A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$50 fine is posted to the owners account. A \$100 fine is issued with a compliance date of 30 days from the date of the letter.

Double Fine Letter w/\$200 fine invoice

A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$100 fine is posted to the owners account. A \$200 fine is issued with a compliance date of 30 days from the date of the letter.

Legal Letter

A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct and/or contact the Covenants Department, the \$200 fine is posted to the owners account and file is forwarded to our Attorney's for legal action.

Repeat Violations

The first step in the violations process will be eliminated for homeowners with five identical violations in a two-year period.

- a. Covenants Staff sends a violation letter w/\$50 fine invoice for non-compliance. The owner will have 30 days to correct the violation and/or contact the Covenants Department to avoid fine from being posted to account.
- b. A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$50 fine is posted to the owners account. A \$100 fine is issued with a compliance date of 30 days from the date of the letter.

- c. A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct the violation and/or contact the Covenants Department, the \$100 fine is posted to the owners account. A \$200 fine is issued with a compliance date of 30 days from the date of the letter.
- d. A 30 day follow-up is conducted to ensure compliance. If an owner has failed to correct and/or contact the Covenants Department, the \$200 fine is posted to the owners account and file is forwarded to our Attorney's for legal action.

Enforcement

A lien will be placed when total fines are greater than \$200. Additional fines will be assessed every 30 calendar days thereafter, in an amount double the previous fine until Proof of Compliance form is received.

Category C Covenants Staff Violations Procedures

All lawns and planter strips must be maintained in a neat and attractive condition. Yards must be healthy, clean and have an attractive appearance as stated in section 5.02(d) of our DCC&R's.

- I. Courtesy letter to homeowner stating infraction and timeline of 7 working days to correct the yard and/or planter strip violation.
- II. Second Courtesy letter to homeowner for non-compliance giving 7 working days to correct violation or face a violation letter w/fine invoice.
- III. A violation letter w/ \$50.00 fine invoice is issued to an owner who has failed to comply with our request. The owner has 30 days from the date of the letter to avoid a \$50 fine from being posted to their account.
 - A. A 30 day follow-up is conducted to ensure compliance is met. If an owner fails to comply and/or contact the Covenants Department, the \$50 fine is posted to the owners association account. A second violation letter w/ \$100 fine invoice is issued to an owner who has failed to comply with our request. The owner has 7 days from the date of the letter to avoid a \$100 fine from being posted to the owners association account.
 - B. A 7 day follow-up is conducted to ensure compliance is met. If an owner fails to comply and/or contact the Covenants Department, the \$100 fine is posted to the owners association account. A legal letter w/\$200 fine invoice is issued to an owner who has failed to comply with our requests and informs them if they fail to comply or legal action will be initiated against their lot. The owner has 7 days from the date of the legal letter to avoid a \$200 fine from being posted to the owners association account.
 - C. A 7 day follow-up is conducted to ensure compliance is met. If an owner fails to comply and/or contact the Covenants Department, the \$200 fine is posted to the owners association dues account and forwarded to our Attorney's for non-compliance. All legal fees incurred to obtain compliance will be posted to the owners association account.
- IV. Repeat violators will be considered a homeowner who has received three identical yard violations within a two year period. Violation fines will be assessed as follow:
 - (a) Repeat violator will skip the courtesy letter and second courtesy letter of Category C. A formal letter with a \$150 fine invoice will be issued with and the fine effective immediately for repeat status.

(b) A follow-up inspection will be conducted within 14 days from the date of the formal letter. If the owner fails to correct the violation within the mandated timeline. A legal letter with a \$300 fine invoice is issued and effective immediately.

(c) A follow-up inspection will be conducted within 14 days from the date of the legal letter. If the violation has not been corrected, the lot is forwarded to our Attorney's for legal action.

*If an owner in repeat status corrects their violation and keeps their record violation free for 2 years, their repeat status will be removed.