

FINES AND PROCEDURES FOR ENFORCING COVENANTS POLICY

JANUARY 2023

The Board of Directors have determined the following schedule for handling homeowners who violate our covenants and policies. All associated non-compliance costs are assessed to the Homeowner's account in which interest is also accrued. Violations are costly to the HOA and the non-compliant homeowner. It is the homeowner's responsibility to notify Corder of new homeowner addresses (in the case of rental properties) and contact information.

Friendly Reminder Letter: Homeowners with violations will receive a "Friendly Reminder" letter reminding them of the policy which they are in violation of. The notice will also give a description of their violation with a small picture. The homeowner will have 30 days from the date of the notice to correct or rectify the violation.

1st Violation Letter: If the violation is not handled properly by the homeowner within the 30 day window, a Violation letter will be sent stating the violation again along with the request that the violation be corrected in 15 days from the date of the letter.

This Violation letter will state that a fine of **\$25** has been levied against the homeowner.

2nd Violation Letter: If the homeowner fails to correct the violation within 15 Days, a Third letter will be sent stating the violation again along with the request that the violation be corrected in 15 days from the date of the letter.

This Violation letter will state that an additional fine of **\$50** has been levied against the homeowner.

3rd Violation Letter: If the homeowner fails to correct the violation within 15 Days, then a Fourth and Final letter will be sent stating the violation again along with the request that the violation be corrected in 15 days from the date of the letter.

This Violation letter will state that an additional fine of **\$75** has been levied against the homeowner.

4th and Final Violation Letter: If the homeowner fails to correct the violation within 15 Days, then the homeowner will be sent the final letter and may also be attempted to be called informing them that because of their continued noncompliance, an outside company will be contracted to do the work that is required to come into compliance. The cost of this work will be added to the HOA bill for that home address.

This Violation letter will state that an additional fine of **\$100** has been levied against the homeowner.

If the homeowner will not allow work to be done on his/her property, then the issue will be handed over to the attorney, with all costs of said attorney to be added to the HOA bill for that home address. This will be a very costly outcome for the homeowner and should be avoided.

The Board of Directors may also determine to place a lien on the residence dependent on the homeowner's account standing and lack of compliance.

Appeal Process: Homeowner may submit an appeal in writing with documented proof of compliance. All non-compliance issues are identified by the HOA Management Company, then verified by HOA compliance volunteers. The decision to overturn the enforcement decision must contain documented proof that the homeowner was in fact compliant with the covenants and policies.