

## **VIOLATION ENFORCEMENT PROCEDURES**

Residents who wish to make a complaint regarding a rule or CC&R violation, can do so in writing stating the nature of the complaint. It is imperative to the success of the Rules and Regulations process that each neighbor who observes a potential violation, attempt to ascertain the identity and address of the offender, and the time and date it occurred. If you have any questions, please contact Team Property Management or the On-Site Manager. (Phone numbers are located at the front of this booklet)

The Association may, in its discretion, pursue any one or combination of the remedies described below in any order, including proceeding immediately with monetary fine proceedings, suspension of privileges, implementing correction of the violation, alternative dispute resolution, legal action, or any other authorized remedy at law or in equity. All available remedies are cumulative and not exclusive.

### **Subject to the forgoing, the following procedures will be utilized to enforce all Rules and Regulations violations:**

1. First offense – You may receive an immediate fine for the first offense, or, in the Boards discretion, violators may receive an initial curtesy written warning asking you to remedy the offense.
2. Failure to correct the violation within the specified time will result in a hearing before the Board of Directors and a possible fine against the homeowner. Written notification of this action will be sent via first class mail to the address provided on your Emergency Contact Form. The notification will also provide a date and time for your hearing, giving the alleged offender the opportunity to be heard on this matter.
3. Should you wish to contest the alleged violation, you or a representative sent on your behalf (i.e. Property Manager) may attend the hearing or an submit your position in writing to the Board of Directors at least ten (10) days prior to the hearing date. If you intend to attend the hearing, you should contact the On-Site Manager or Team Property Management and ask to be placed on the hearing agenda for the meeting. All decisions from the Board of Directors are final and a notification letter of the decision will be sent to the offender within 10 business days.
4. If you or your representative cannot attend the hearing you may provide the Board a written statement or request a later hearing date. If you fail to attend the meeting or submit your position or request a later hearing date, the Board of Directors may proceed without you being present. The findings of the Board of Directors are final. Written notification of the Board's decision will be sent to all offenders who were not present at the time of the meeting.
5. Should the offender not pay all sums found owing for restitution of property damage, and/or fines levied within thirty (30) days from the Board's decision, it will be presumed that the offender is unwilling to comply with such decision and the matter will be turned over to either the Association's attorney, our collection agency or other authorities to pursue through the civil or criminal justice system.