

CC&R ENFORCEMENT POLICY

TYPE "A" CC&R VIOLATIONS

(Violations that do not require a MAC application to correct)

- I. A letter of NOTIFICATION describing CC&R violation/s and a DEADLINE (A) for correction of the CC&R violation is mailed to the owner. The allocated time for correction may be from zero to thirty days. In the event a homeowner is not able to meet the deadline date, he/she may contact the Community Services Department to discuss the need for a DEADLINE EXTENSION. At that time, a deadline extension may be granted. If the correction is not completed by the Deadline (A), and no extension request was granted, the owner will be mailed a NOTICE TO APPEAR at the next meeting of the Association's HEARING BOARD to show cause or appeal for an additional extension.

- II. Before the date of Deadline (A), an owner may contact the Community Services Department to request an extension to the original deadline to correct the CC&R violation. If approved, the extension becomes Deadline (B). In response to the owner's request, a LETTER OF CONFIRMATION shall be mailed to the member to confirm the CC&R violation and the approved extension, Deadline (B). If an extension was granted, the property shall be inspected at the conclusion of the extension period. If the violation still exists at that time, a NOTICE TO APPEAR at the next meeting of the Association's HEARING BOARD to show cause or appeal for an additional extension shall be mailed to the member (from Notification until Hearing Board date to be at least 15 days). An inspection of the property will be conducted by a member of the Community Services Department prior to the Hearing Board meeting to confirm that the violation still exists.

- III. (A) If the owner attends the Hearing Board meeting and the Hearing Board approves the OWNER'S APPEAL for an extension of time to correct the CC&R violation, a new Deadline (C) may be determined and no fine will be recommended at that time, as long as the violation/s is corrected by the new deadline. Following the Hearing Board meeting, the owner will receive a letter from the Association confirming: the CC&R violation, the new Deadline (C), and the notification of the fine or action TO BE RECOMMENDED to the MASTER ASSOCIATION BOARD OF DIRECTORS in the event the CC&R violation is not corrected by Deadline (C). Also, the letter will indicate the date, which will provide the homeowner an opportunity to appear before the Master Association Board of Directors to appeal the FINE recommended by the Hearing Board, if corrections are not completed by Deadline (C). (From Notification to Deadline (C), the time frame may not be more than 90 days.)

- III. (B). If the owner attends the Hearing Board meeting and the Hearing Board does not grant any requests for an extension or relief from a fine and/or other action, the homeowner will receive a letter from the Association, following the Hearing Board meeting, confirming: the CC&R violation and notification of the fine or action TO BE RECOMMENDED to the MASTER ASSOCIATION BOARD OF DIRECTORS. Also, the letter will indicate a date, which will provide the homeowner an opportunity to appear before the Master Association Board of Directors to appeal the FINE recommended by the Hearing Board, if corrections are not completed by the date of the Board meeting.
- III. (C). If the owner did not attend the Hearing Board meeting and has not corrected the CC&R violation, the member will receive a letter from the Association indicating a FINE as recommended by the Hearing Board. The letter will include the effective dates of the fine and the date the owner may appeal the Hearing Board recommendation to the Master Board of Directors.
- IV. If, at a time after the Hearing Board meeting and before the Fine Appeals process at a Master Board of Directors meeting, the owner has not corrected the CC&R violation, a member of the Community Services Department will make every effort to personally contact the homeowner for the purpose of resolving the matter. Prior to the Fine Appeals segment of the Master Board of Directors meeting, a member of the Community Services Department will conduct an inspection of the property to confirm that the violation still exists.
- IV. (A). If the owner fails to appear at the Master Boards of Directors meeting to appeal the Hearing Board recommendation, the fine recommended by her Hearing Board will immediately be assessed to the homeowner's account. The member will receive a letter indicating the decision of the Master Board.
- IV. (B). If the owner appeals to the Master Board at the appropriate time, the Board of Directors may waive or reduce the amount of the fines, upon member's completion of the corrected CC&R violation. The homeowner will receive a letter indicating the decision of the Master Board.
- V. (A). In the event the homeowner does not correct the CC&R violation and the property continues to be in non-compliance for 30 days following the Fine Appeals meeting date, the Board of Directors will review the violation and may refer the case to legal counsel for further action.

CC&R ENFORCEMENT POLICY

TYPE "B" VIOLATIONS

(Violations that require a MAC application to correct)

- I. A letter of NOTIFICATION describing CC&R violation/s and a DEADLINE (A) for correction of the CC&R violation is mailed to the owner along with an Architectural Improvement Application. Upon review and approval by the Master Architectural Committee, the homeowner will be given 30 days to complete the project, or 60 days in cases that involve painting, and bring the property into compliance with the CC&Rs. In the event a homeowner is not able to meet the deadline date, he/she may contact the Community Services Department to discuss the need for a DEADLINE EXTENSION. AT that time, a deadline extension may be granted. If the correction is not completed by the Deadline (A), and no extension request was granted, the owner will be mailed a NOTICE TO APPEAR at the next meeting of the Association's HEARING BOARD to show cause or appeal for an additional extension. In the event an improvement application is submitted to the Master Architectural Committee for review and consideration and the MAC does not approve the application, the matter will be submitted to the Master Board of Directors.

- II. Before the date of Deadline (A), an owner may contact the Community Services Department to request an extension to the original deadline to correct the CC&R violation. If approved, the extension becomes DEADLINE (B). In response to the owner's request, a LETTER OF CONFIRMATION shall be mailed to the member to confirm the CC&R violation and the approved extension, Deadline (B). If an extension was granted, the property shall be inspected at the conclusion of the extension period. If the violation still exists at that time, a NOTICE TO APPEAR at the next meeting of the Association's HEARING BOARD to show cause or appeal for an additional extension shall be mailed to the member (from Notification until Hearing Board date to be at least 15 days). An inspection of the property will be conducted by a member of the Community Services Department prior to the Hearing Board meeting to confirm that the violation still exists.

- III. (A). If the owner attends the Hearing Board meeting and the Hearing Board approves the OWNER'S APPEAL for an extension of time to correct the CC&R violation, a new DEADLINE (C) may be determined and no fine will be recommended at that time, as long as the violation/s is corrected by the new deadline. Following the Hearing Board meeting, the owner will receive a letter from the Association confirming: the CC&R violation, the new Deadline (C), and the notification of the fine or action TO BE RECOMMENDED to the MASTER

ASSOCIATION BOARD OF DIRECTORS in the event the CC&R violation is not corrected by Deadline (C). Also, the letter will indicate the date, which will provide the homeowner an opportunity to appear before the Master Association Board of Directors to appeal the FINE recommended by the Hearing Board, if corrections are not completed by Deadline (C). (From Notification to Deadline (C), the timeframe may not be more than 90 days.)

- III. (B). If the owner attends the Hearing Board meeting and the Hearing Board does not grant any requests for an extension or relief from a fine and/or other action, the homeowner will receive a letter from the Association, following the Hearing Board meeting, confirming the CC&R violation and notification of the fine or action TO BE RECOMMENDED to the MASTER ASSOCIATION BOARD OF DIRECTORS. Also, the letter will indicate a date, which will provide the homeowner an opportunity to appear before the Master Association Board of Directors to appeal the FINE recommended by the Hearing Board, if corrections are not completed by the date of the Board meeting.
- III. (C). If the owner did not attend the Hearing Board meeting and has not corrected the CC&R violation, the member will receive a letter from the Association indicating a FINE as recommended by the Hearing board. The letter will include the effective dates of the fine and the date the owner may appeal the Hearing Board recommendation to the Master Board of Directors.
- IV. If, at a time after the Hearing Board meeting and before the Fine Appeals process at a Master Board of Directors meeting, the owner has not corrected the CC&R violation, a member of the Community Services Department will make every effort to personally contact the homeowner for the purpose of resolving the matter. Prior to the Fine Appeals segment of the Master Board of Directors meeting, a member of the Community Services Department will conduct an inspection of the property to confirm that the violation still exists.
- IV. (A). If the owner fails to appear at the Master Board of Directors meeting to appeal the Hearing Board recommendation, the fine recommended by the Hearing Board will be immediately be assessed to the homeowner's account. The member will receive a letter indicating the decision of the Master Board.
- IV. (B). If the owner appeals to the Master Board at the appropriate time, the Board of Directors may waive or reduce the amount of the fines, upon member's completion of the corrected CC&R violation. The homeowner will receive a letter indicating the decision of the Master Board.

- V. (A). In the event the homeowner does not correct the CC&R violation and the property continues to be in non-compliance for 30 days following the Fine Appeals meeting date, the Board of Directors will review the violation and may refer the case to legal counsel for further action.

NOTE: AT ANY TIME DURING THE ABOVE PROCESS, A HOMEOWNER MAY SUBMIT AN ARCHITECTURAL IMPROVEMENT APPLICATION TO CORRECT THE VIOLATION(S). SUBMITTAL OF AN APPLICATION DOES NOT CLEAR THE VIOLATION(S). THE MASTER ARCHITECTURAL COMMITTEE MUST FIRST APPROVE THE APPLICATION AND THE HOMEOWNER, AT THAT TIME, WILL BE GIVEN 30 DAYS TO COMPLETE THE PROJECT. IN THE EVENT THE PROJECT IS NOT COMPLETED WITHIN THE 30 DAYS, THE ASSOCIATION WILL CONTINUE WITH THE VIOLATION PROCESS.