



Policy on Enforcement Control of the CC&R's and Other Issues

Adopted on: October 12th, 2015

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OBJECTIVE

The objective of this Policy on Enforcement Control of the CC&Rs and Other Issues (the "Policy") is to clarify and better enforce the rules and regulations as outlined in Mountain Park Homeowners Association (the "Association") Codes, Covenants, & Restrictions (the "CC&Rs"), precedents and actions taken by the Board of Directors and the Mountain Park Home Owners Association Handbook. This Policy presents an overview of the policy with references given to the sources of additional detail on specific policy elements.

AUTHORITY

The Association's legal counsel has stated that 7.1A of the Bylaws gives the Mountain Park Board of Directors the authority to implement an enforcement program. The provision states: "The Board of Directors shall have the power to: Adopt and publish rules and regulations governing the use of the Common Properties and facilities provided by the Association, and the personal conduct of members and their guests thereon, and to establish penalties for the infraction thereof:" All Association property owners, residents, tenants, patrons and guests are subject to this enforcement program.

Effective January 1, 2002, the Oregon State legislature made revisions to the laws which define an association's authority to impose fines for violations of declarations, bylaws, or other association rules:

ORS 94-695 (Part of the Oregon Planned Community Act)

(n) After giving written notice and an opportunity to be heard, levy reasonable fines for violations of the declaration, bylaws, rules and regulations of the association if the charge imposed or the fine levied is based on a schedule contained in the declaration or bylaws, or an amendment to either that is delivered to each lot or mailed to the mailing addresses of each lot or mailed to the mailing addresses designated in writing by the owners, or based on a resolution of the association or its Board of Directors that is delivered to each lot, or mailed to the mailing address of each lot or mailed to the mailing addresses designated in writing by the owners.

The authority described above has been implemented by the Association in documents and policies that define more specifically the standards for quality and maintenance of all properties and common land, as well as certain behaviors. The Board of Directors has established a standing committee - the Home Care Committee – to implement an enforcement policy on behalf of the Association.

PROCEDURES

Compliance is ultimately the responsibility of the MPHOA Board of Directors. The Board of Directors may delegate responsibility to a Home Care Committee to enforce all of the codified rules and regulations of the Association as well as for policies that have been adopted by the Board of Directors. The principal basis and objectives for most of these rules are contained within the CC&Rs, but some rules are noted in other documentation from the Association. An overview of all rules is included in the following section on Home Care Standards and Rules.

The Board or Home Care Committee works closely with the Association Executive Director and staff who are responsible for monitoring compliance with Association rules and management of the process if violations are identified. A description of the Compliance Schedule and Process, including Notice, Fines, Hearings and Appeals, is included below in this Policy. There is a special relationship between the Architecture Committee, with responsibilities and rules governing building standards as defined in Mountain Park Architectural Policies and

Procedures, and the compliance process that deals with enforcing the architectural rules. Appeals of compliance decisions go to the Board of Directors.

Some other organizations within the Mountain Park, community, particularly other local homeowners associations, also have rules and policies related to maintenance of properties and issues that have an overlapping scope with those of the Association. Any policies from a local homeowners association within Mountain Park are independent from the policies described in this document and, in the event of any conflict, the Association policies and procedures have set the precedent and have a superior position. The Association will communicate directly with all homeowners and not through a local homeowners association.

VIOLATIONS

Actionable violations of this Policy are described in the Compliance Standards and Rules section of this Policy. These Standards and Rules incorporate and supersede the listing of violations adopted in the original versions of the CC&Rs and subsequent documents and Board actions. These Standards and Rules are applicable within other violations of law as noted in a following section and have been adopted to conform with applicable rules and Codes from the City of Lake Oswego.

This document concludes with a schedule of fines that is applicable for violations. These fines are applied within a process that assures consistency with established policies and precedents. In general, staff will initiate communication about a violation without reference to a fine or other penalty so that corrections can be made. If this effort does not lead to a resolution, then a formal letter (the Notice of Violation) will describe the potential fine. If not resolved at this point, a fine will be imposed by the Board of Directors. The overall objective of this process is to correct violations that, if addressed promptly and completely, will not result in a fine unless there is some damage. Depending on the severity of the violation, the fine will be applied within the range that is presented in the Violation and Fine Schedule, below. Additionally, there are enforcement clauses involving special circumstances: Recurrent Violations, Willful Disregard of the rules, and Violations of Law.

COMPLIANCE STANDARDS AND RULES

CARE OF HOMES AND STRUCTURES

Before proceeding with repairs and material replacement mandated by this section, the member must obtain approval from the Mountain Park HOA Architectural Committee (the "ARC").

1. Home/Structure Exterior All parts of homes/structures visible externally including, but not limited to, windows, screens, awnings, doors, siding, elevated landings, porches, decks, arbors, sheds, play structures, flag poles, chimneys, railings and stairs.

- a. Home/Structure exterior should not fall into disrepair as defined in this policy.
- b. Home/structure exterior needs to be clean and free of moss and algae.
- c. Paint and/or stain on each structure must be uniform in color, and without cracking, peeling or fading.
- d. Rotted wood, broken or missing boards, siding, shingles or shakes, broken masonry must be repaired.
- e. Masonry must be in good condition.

2. Roofing including, but not limited to, rafters, soffits, fascia, downspouts, chimneys and gutters.

- a. Roofing needs to be clean and free of debris, algae, grass and moss.
- b. Gutters and downspouts should be kept clear of blockages and in good repair.
- c. Roofing needs to be repaired and/or replaced when it is in disrepair as defined in this policy. Shakes, shingles or tiles that are missing, badly discolored, or decayed must be repaired.

3. **Driveway** including pathways in front of, or to the side of, a home.
 - a. Driveway should be clean and free of weeds, leaf debris, moss, and algae.
 - b. Driveway should not fall into disrepair.
4. **Fences**
 - a. Fences need to be kept clean and in good repair.
 - b. Fences need to be upright, and straight. Rotted wood, broken or missing boards must be repaired.
 - c. Fallen or crooked fences need to be repaired, replaced, or removed.
 - d. Paint and/or stain on fences must be uniform in color, and without cracking, peeling or fading.
5. **Sidewalks**
 - a. Current city codes of Lake Oswego [42.08.410](#) and [34.10.535](#) apply.
6. **Water** Features including swimming pools, hot tubs, rainwater collection systems, spas, ponds, waterfalls, etc.
 - a. Any water features, whether filtered or not filtered, chemicals used or not, shall be properly maintained such that they do not become nuisances.
 - b. Nuisance conditions shall include: improper storage resulting in uncontrolled runoff and overflow; stagnant water with concomitant algae growth, insect breeding, and odors; discarded debris; and safety hazards created by the water feature.
7. **Hazardous and unsafe conditions**
 - a. Hazardous and unsafe conditions related to homes and structures must be avoided or remedied without delay when reported.

LANDSCAPE

Before proceeding with repairs and material replacement mandated by this section, the member must obtain approval by the ARC.

1. **Initial Landscaping**
 - a. Lots with newly constructed homes on them should complete landscaping of the property within one year of completion of exterior construction or occupancy, whichever occurs first.
2. **Lawns**
 - a. Lawns must be kept watered, mowed, neatly edged and weed free.
 - b. A neat and clean lawn edge along sidewalks and other paved areas must be maintained.
 - c. Control of weeds in lawn and remove debris such as leaf litter, dead plants and trash.
3. **Planting Beds**
 - a. Planting beds must be maintained in good health so as to present a neat and well-cared-for appearance year-round.
 - b. Planting beds must be kept free of weeds and debris such as dead plants.
 - c. Wildflowers may be used as part of landscapes but should not be the predominant feature of the landscape, as determined by the Association. Plans for substantial use of wild flowers must be submitted to the ARC for approval.
 - d. Ground cover must be maintained and kept neatly trimmed and must not be allowed to encroach into streets, neighbors' properties or Mountain Park Common Property.
 - e. Garden mulch or bark dust is acceptable as ground cover except when used as a predominant feature, as determined by the Association.

4. Trees and Shrubs

- a. Current city code of Lake Oswego [34.10.520](#) applies; in addition to the following:
- b. Street trees along the adjacent right-of-way are the homeowner's responsibility and must be maintained.
- c. Trees, shrubs and bushes must be pruned as needed throughout the growing season to maintain a neat, well-cared-for appearance.
- d. Dead trees, stumps, branches must be removed without delay.
- e. Trees and shrubbery must not be allowed to encroach into streets, neighbor's properties or Mountain Park Common Property.

5. Yard Debris

- a. Fallen leaves and other yard debris such as pine needles, pine cones and dead branches should not be allowed to accumulate unnecessarily or blow into streets, storm drains or neighbors' properties.

6. Vegetable and Fruit Garden

- a. Vegetable and fruit gardens are allowed but should be neat, clean and well maintained but, if located in the front of the house, should not be the predominant feature of the landscape, as determined by the Association.

7. Compost Pile

- a. Current city code of Lake Oswego [34.10.530](#) applies; in addition to the following:
- b. Compost piles, bins and containers must be concealed from street view.

8. Hanging Baskets

- a. Plants hanging from the eaves of the house containing flowers, vegetables or fruit are acceptable as long as these plants and containers are primarily decorative and are well cared for.

9. Sidewalk and Street Clearance

- a. Current city code of Lake Oswego [34.10.510](#) applies; in addition to the following:
- b. On a corner lot, hedges or planting shall be maintained to a height not to exceed thirty six (36) inches above the crown of adjacent roadway.
- c. Vegetation and trees must be trimmed so as not to impair vision or obstruct the travel of motorists.

10. Weeds and Noxious Vegetation

- a. Current city code of Lake Oswego [34.10.520](#) applies; in addition to the following:
- b. Weeds should be eliminated from landscape and around hard surface areas.

11. Hazardous and Unsafe Conditions

- a. Hazardous and unsafe conditions related to landscape of private properties must be avoided or remedied without delay when reported.

UNDEVELOPED LOTS AND UNTENANTED PROPERTIES

1. Undeveloped Lots

- a. Current city codes of Lake Oswego [34.10.520](#) and [34.10.500](#) apply; in addition to the following:
- b. The Association may, after reasonable notice, clean up vacant lots if the property owners do not take action. This includes removing debris, weeds or other waste material and to trim, cut back, remove if damaged or dead, cultivate and/or maintain hedges, trees, shrubs, plants or lawns. The property owners will be charged for the costs incurred to perform the clean-up.

2. Untenanted Properties

- a. If a property within Mountain Park is untenanted (abandoned) and the grounds associated with the property are not being maintained to the Standards established for properties in Mountain Park, the Association staff will endeavor to identify a responsible party (individuals, banks, others) and notify them of their responsibilities for maintenance. If this effort is unsuccessful, the Association may take steps to maintain the property (not the buildings) consistent with Association standards. The property owners or responsible party will be charged for the costs incurred.

3. Hazardous and Unsafe Conditions

- a. Hazardous and unsafe conditions related to landscape of private properties must be avoided or remedied without delay when reported.

CLUTTER AND DEBRIS

1. Outdoor Storage

- a. Current city codes of Lake Oswego [34.10.500](#) and [34.10.530](#) apply; in addition to the following:
- b. Garden supplies, equipment and tools such as lawn mowers, ladders, landscape tools, hoses, bags of seed, fertilizer, mulch etc. should be stored away, out of sight before or after use, not stored in the driveway, side, or front of the house and should not be visible externally.
- c. Clotheslines are permitted in rear or side yards, but need to be concealed from street view.
- d. Tarps used to cover woodpiles, patio furniture, garden equipment, motorcycles, etc., are required to be a neutral color such as brown, gray or dark green and must not be visible from the front street. Blue or other brightly colored tarps are not permitted.
- e. Firewood should be neatly stacked and placed so as not to be visible from the street.

2. Sports Equipment

- a. All (non) structural sports equipment with a weight over 25 lbs. or affixed to the surface area of private property need approval from the ARC. Once approved these pieces of sports equipment need to be kept in good repair, clean and free of moss and algae.

3. Chemical Toilets

- a. Chemical toilets used during construction are permitted in a discreet location and must be removed as soon as possible.

4. Dumpsters

- a. Temporary dumpsters to collect, for example, remodeling debris, are allowed on private property for up to 30 days. If more time is needed, approval of the Association is required.
- b. Permanent or long-term use of dumpsters at private residences is not allowed.

5. Portable Outdoor Storage Units (Portable On-Demand Storage and Similar Units)

- a. Portable outdoor storage units can be placed on a lot, including within the setback areas, for not more than 30 days within a 12-month period. If more time is needed, written approval of the Association is required.

6. Construction Materials, Equipment and Vehicles

- a. Construction or demolition materials, equipment and debris must not be stored alongside the garage or house in a position so as to be visible from the road or neighbors for longer than 24 hours unless explicitly approved as part of the ARC application process.

b. During construction projects, materials, equipment, vehicles and debris must be placed as neatly as possible and must at no time become an obstacle to pedestrians or other vehicles in that area.

7. Garbage and Yard Debris Collection

- a. Yard debris collection in Mountain Park is provided by Republic Services to residents who subscribe through MPHOA. Residents can receive one or more carts for yard debris and can use other services provided by MPHOA. Specific details and rules for this program are available on the MPHOA website.
- b. Homeowners and residents also are provided access to the MPHOA dumpster at the Landscape Office for disposal of yard debris under conditions set by the Landscape Manager.
- c. Under certain conditions (as described in the website rules) excess yard debris may be collected in bags. If yard debris bags are “tagged” because the weight exceeds twenty-five (25) pounds, the resident is not a subscriber to the service, or for other reasons, this situation must be corrected immediately. Violators of rules related to the use of bags are subject to fines.
- d. Garbage and recycling containers of up to forty (40) gallons may be used at private residences, but must be stored in the garage.
- e. Garbage, yard debris and recycling containers that are not placed inside the garage cannot be stored anywhere closer to the street than the extension of the existing building front line unless screened from public view by shrubbery, foliage, a fence or wall and should be placed in as inconspicuous a position as possible.
- f. Recycling and garbage containers should be placed on the curbside not more than twenty-four (24) hours prior to the scheduled collection and should be returned to the proper storage area the day of pickup.

8. Hazardous and Unsafe Conditions

- a. Hazardous and unsafe conditions related to landscape of private properties must be avoided or remedied without delay when reported.

COMMON PROPERTY

1. Common Property

- a. An approved written Common Property Work Request is required for any substantial planting, removal and altering of any landscape such as trees, plants, shrubs, rocks, etc. on common property.
- b. No materials such as yard debris, construction materials, garbage, soil, rocks, Christmas trees, etc. may be dumped on common property; this includes raking or blowing leaves or any yard debris on to common property or the street.
- c. Common property markers and stakes may not be removed or altered.
- d. Common property may not be damaged to obtain access to private property.
- e. No private structures such as fences, sheds, play structures, decks, patios, etc. may be built or installed on common property.

2. Encroachment on Common Property

Please refer to the document “MPHOA Policy of Encroachment on Common Property,” located either online in the documents tab at www.mtparkhoa.com, or you may obtain a copy at the clubhouse.

ARCHITECTURAL STANDARDS

1. Architectural Standards

- a. Commencement of any exterior projects, which may alter the external appearance of the property, without submitting a completed application to the Architectural Committee and without formal approval

is not permitted. This includes hardscape projects and any structures as part of the landscape.

- b. Commencement and/or completion of non-approved projects is not permitted.
- c. Commencement and/or completion of projects with non-approved alterations is not permitted.
- d. Property owners may be required to redo or remove non-approved projects within a specified period of time and incur the associated costs in addition to the assessment of fines for architectural standard violations.

COMMERCIAL ACTIVITIES ON RESIDENTIAL PROPERTIES

1. Home-based Business

- a. Current city code of Lake Oswego [50.03.003.4b](#) applies; in addition to the following:
- b. Home based business is not permitted if it creates noxious or offensive activity and/or excessive traffic or noise.
- c. A separate entrance, path, stairway, walkway, etc. created specifically for the establishment and/or continuance of the business will be considered non-compliant, and therefore will need to be removed.
- d. A home based business that offers merchandise for sale out of the home under the guise of a garage sale or in any other way is not acceptable.

MECHANICAL EQUIPMENT

1. Power Equipment

- a. Current city code of Lake Oswego [34.10.539](#) applies; in addition to the following:
- b. The operation of power equipment such as leaf blowers, lawn mowers, power washers etc. is not permitted before 9 am or after 8 pm daily.

2. Recreation Vehicles

- a. Recreation vehicles such as, but not limited to, motor homes, travel trailers, 5th wheels, ATVs, jet skis, trailers used for hauling and boats must not be parked, maintained or constructed on private lots.
- b. Residents may park their recreation vehicles in their driveways for a period up to 48 hours to load, unload or perform maintenance chores.

3. Vehicle Parking

- a. Vehicles can only be parked in the garage or on paved or gravel surfaces approved by the ARC, including but not limited to, driveways, parking bays and parking pads.
- b. Vehicles stored for a prolonged period of time must be covered with a car-cover or similar, which must be kept clean and free of algae and debris at all times.

4. Inoperable Vehicles

- a. Current city code of Lake Oswego [34.10.525](#) applies.

SIGNAGE AND FLAGS

1. Signage in General

- a. Current city codes of Lake Oswego [47.04.115](#) and [47.08.300](#) apply; in addition to the following:
- b. Commercial signs, personal signs, display materials, political signage, general notices and other signs are not permitted in Mountain Park.
- c. The Association shall retain the right to remove unauthorized signs without notice or require the property owner to remove the sign(s).

d. No signs can be placed on the home/structure or in the windows of the home/structure.

2. Apartment Property Advertisement Signs

- a. A-Board signs must be of a standard size and be approved by the Architectural Committee for wording and appearance. The size should not be larger than 32 inches wide and 44 inches high.
- b. Each apartment complex can have a maximum of two A-Board signs, but only one sign is permitted per entrance.
- c. A-Board signs may have standard size flyer boxes for brochures and marketing material.
- d. No flags or bunting are permitted.
- e. Balloons are only permitted on Saturdays and Sundays between the hours of 7:00 A.M. and 7:00 P.M.
- f. Banners may be shown by special permission for limited periods. Approval from the Architectural Committee will be required.
- g. No signs can be placed on the home/structure or in the windows of the home/structure.

3. Real Estate Signs

- a. Real estate signs must be of the approved type, oval 18 x 24 inches, with the Mountain Park logo. Signs must have their own stakes or supporting devices.
- b. Real Estate signs are limited to one per private property for sale or rent.
- c. A sign provided by a listing agent is allowed if the agent is acting for the owner.
- d. All signs must be removed when the property sale is closed or the property is rented.
- e. No real estate signage is to be placed on homes/structures or in home/structure windows with the exception of a real estate sign for a condo unit for sale or rent.

4. Garage Sale Signs including estate sale signs and moving sale signs.

- a. The Association provides temporary signs used for garage sales, moving sales and estate sales. Garage sale signs must be of the approved type, oval 18 x 24 inches, with the Mountain Park logo. Signs must have their own stakes or supporting devices.
- b. These signs may be placed not more than 24 hours before a sale begins and must be removed as soon as the sale is over.
- c. More than one sign may be obtained from the Association and placed on common property to provide directions to the sale.
- d. No garage sale signs can be placed on the home/structure or in the windows of the home/structure.

5. Open House Signage including estate sale signs.

- a. Open house signs, including directional signs and A-boards, are permitted as long as such signs are displayed only during hours of the open house. Estate sale signs are treated as open house signs and may be displayed only during the time of sale.

6. Security and Safety Signs

- a. Security and safety signs sized less than 120 square inches are permitted on private property. These signs must be placed in close proximity of the home (within 25 feet).

7. Flags

- a. Flags, including U.S., national, seasonal and decorative varieties, suspended from an attachment to the home are permitted.
- b. Flags flown on residential properties should be no larger than 4 ft. by 6 ft.
- c. Flags displaying suggestive themes that neighbors find offensive, e.g. skull and crossbones, are not permitted.

MISCELLANEOUS ISSUES

1. Pets

- a. Current city code of Lake Oswego [31.02.120.5](#) applies; in addition to the following:
- b. Pets are limited to dogs and cats unless they are confined to the inside of the dwelling at all times
- c. Hazardous and unsafe conditions related to pets must be avoided or remedied without delay when reported.

2. Interactions with Staff

- a. Interactions with Association staff must be professional and courteous. Abuse of staff including, but not limited to, verbal or non-verbal offense, inappropriate gestures or threatening language is not acceptable.

3. Holiday Decoration and Lighting

- a. Display of winter holiday decorations, including exterior decorative lights, may begin on Thanksgiving Day and must be removed by January 31 of the following year.
- b. All other holiday displays may be installed two (2) weeks prior to and must be removed seven (7) days after the holiday.
- c. Year round strings of decorative lights on walkways, stairways, trees and shrubs, garage, driveways, or on mounted on the home such as the roof or chimney line are not acceptable unless specifically approved by the ARC.
- d. Hazardous and unsafe conditions related to holiday decoration and lighting must be avoided or remedied without delay when reported.

ENFORCEMENT

The Compliance Committee will implement these policies (through Association staff) following the process described below. The basic steps for enforcement are largely the same but the notification process, timing and fine structure will differ for specific violations or categories. In the event a violation is appealed, the Board of Directors will determine if the recommended action on the violation will stand.

RECURRENT VIOLATIONS

Recurrent violations are characterized as rule violations that occur more than once on different occasions. An owner will be considered a recurrent violator if the owner has been notified (via formal letter) by the HOA on three or more occasions during a six month period for the same or any other violation, or if owner has been assessed fines more than once for the same violation. In the event of a recurrent violation, the HOA will require owner compliance within a limited time period, and failure to act will result in fines twice the amount that would be imposed to first time offenders.

WILLFUL DISREGARD OF THE RULES

Willful disregard of the CC&Rs or other rules is characterized as the owner knowingly and deliberately committing violations after they have been contacted by the Home Owners Association and advised to refrain. If there is documented record of a past violation(s), or the HOA has information indicating that the owner is familiar with the rule being violated, the owner will be considered to have willful disregard of the CC&Rs or other rules and will be fined accordingly. In addition to the assessment of fines, such violations will result in a minimum of 30-day suspension of rights to enjoyment of common property or facilities. Examples of willful disregard violations could include but are not limited to:

- The posting of non-approved signs
- Recurrent violation of the Apartment Property Advertising Sign policy

- Continuation or completion of architectural projects after HOA has issued notification that no application has been submitted and/or project was not approved
- Recurrent violations that have resulted in paid or unpaid fines

VIOLATIONS OF THE LAW

All compliance actions of Mountain Park Home Owners Association are subordinate to the regulations of Federal, State, Local or other laws. Homeowners and residents are subject to all such laws and will be accountable to the appropriate authorities.

When a CC&R or rule violation occurs that is also a violation of the law, the HOA reserves the right to report this to the appropriate authorities.

COMPLIANCE SCHEDULE AND PROCESS

The compliance process and schedule, including guidelines for fines, is described in the following sections. In the event of violation or potential violation of MPHOA rules and policies, it is strongly preferred that Members or Residents voluntarily correct the violation without the necessity for fines or other formal action. MPHOA staff who are responsible for compliance may communicate with Residents or Members in writing or by other means to affect a resolution of potential violations. In the event that these efforts are not successful in resolving a potential violation, the following formal notice and communication process will be followed:

NOTICE

1. Notice of Violation: Mountain Park Home Owners Association mails a Notice of Violation to Member. The Notice shall describe the violation and provide up to seven (7) days from the date of the Notice to correct the violation with a very clear and detailed explanation of the required remedy. Included in the Notice is notification to the Member of the Home Owners Association's right to assess a fine(s).

2. Decision to Fine: If Member does not remedy the violation, this will be reported to the Board of Directors with a recommendation to Fine. The Board may impose a fine consistent with the Fine Schedule shown below. A letter will be sent to Member informing them of the fine and the following options:

- a. Remedy the violation and pay the fine.
- b. Request a Hearing and Appeal to the Board of Directors.

HEARING AND APPEALS

1. The Hearing:

- a. A Hearing shall be conducted by the Board of Directors, which has the authority to hear disputes and make binding decisions.
- b. At the Hearing, Member shall be given a reasonable amount of time to present evidence in support of Member's position.
- c. The Board of Directors shall have the authority to set the time limit for discussion, table the decision to a later date in order to accommodate the need for the collection of additional evidence and/or to extend deliberations if necessary.
- d. The Board of Directors shall render its binding decision in writing within ten (10) days after close of hearing.
- e. Regardless of the outcome of the Hearing, Member shall bear his/her own costs and expenses in connection with the alleged violation including all costs associated with the Hearing.
- f. Failure of Member to appear will give immediate authority to the Board of Directors to impose fines and costs associated with the fine schedule.

AFTER THE HEARING and/or APPEAL

- 1. Fine Letter.** A formal fine letter will state that the violation has not been corrected; the appropriate fines have been added to the owner's account and a due date. The letter will state that additional fines will be assessed if the violation is not corrected within a specific time period.
- 2. Uncured Violations.** As provided in the Association's Enforcement Policy, Association may assess an additional fine against each violation every 30 days until the violation has been remedied.
- 3. Collections of Fines.** Any fines levied against a Member shall be payable within thirty (30) days after the date of written notice of the imposition of the fine. If fines are not paid within forty-five (45) days of the date of written notice, the Association will follow its approved collection policy.

ADDITIONAL KEY TERMS

Notice of Violation Letter – Will specify the violation, describe the actions necessary to resolve the issue, and indicate the time period within which the violation should be corrected. All Notice of Violation Letters will be sent via USPS First Class.

Violation Appeal – Owners have the right to appeal decisions on violations to the Board of Directors.

Fine Letter – Will state that the violation has not been corrected, the appropriate fines have been added to the owner's account, and indicate that additional fines will be assessed if the violation is not corrected within another specific time period.

Pending Status – A violation may have pending status while an appeal is filed and/or the owner's necessary plans are being reviewed.

VIOLATION AND FINE SCHEDULE

VIOLATION CATEGORY	SPECIFIC VIOLATION	FINE AMOUNT
Homes in Disrepair		\$50-\$5000 depending on severity
Clutter and Debris		\$50-\$5000 depending on severity
Common Property Damage		\$50-\$5000 depending on severity; plus any costs associated with clean-up, repair or replacement
	Dumping trash/debris on common property	Up to \$1000
Architectural Standards		\$50-\$5000 depending on severity
	Failure to submit application	\$50 initial/\$500 thereafter
Other		\$50-\$5000 depending on severity
	Non-approved signs	\$50
	Pets running at large	\$50
	Storage of boats, RVs, trailers, unregistered vehicles	\$50-\$500 depending on severity
	Operating a home-based business that has negative impact on the neighborhood	\$50-\$5000 depending on severity