

# ***HIGHLANDS COMMUNITY ASSOCIATION***

## **ENFORCEMENT & FINE POLICY**

Upon notification or observation of a violation of the restrictions as set forth in the Declaration of Restrictions, Management will send out a notice of violation citing the actual violation, the article and section of the Declaration of Restrictions being violated and a reasonable time period in which to correct the violation.

Upon second notification or observation of the continued violation following the expiration of the time period allotted, Management will send out a second Notice of Non-Compliance.

## **HEARING**

Upon notification or observation following the expiration of the time period allotted, Management will send out a Notice of Hearing. This letter is to be sent via certified, return-receipt requested, and regular mail.

A hearing is held before the Board of Directors so that the homeowner can explain the reasons for the continued non-compliance. Should the homeowner not appear at the hearing, or fails to show cause as to the reason for the continued non-compliance issue, a Non-Compliance assessment of \$100.00 may be imposed by the Board of Directors.

The Board of Directors will make a decision, following the hearing, as to what action is to be taken in order to gain compliance, and will notify said owner within seven (7) business days of the date of the hearing. This notice will advise the homeowner of the action taken and that failure to comply within a given number of days, to be established at the discretion of the Board, will result in a subsequent non-compliance assessment, in the amount of \$250.00. This letter will be sent via certified mail, return-receipt requested and regular mail. Continued failure to comply will result in additional hearings and each will result in non-compliance assessments in the amount of \$500.00.

At any time during this procedure, the Board of Directors may determine that it is in the best interest of the Association to expedite enforcement action and may choose to take legal action or to cause the violation to be corrected at its expense and assess the account of the owner for reimbursement for said correction.

If no compliance is gained, the Association may seek legal action against the owner.

Adopted by the Board of Directors, January 26, 2005.