

## Fairway Nine II Rules and Procedures Enforcement Policy

Owners, please be assured that the Rules and Procedures Enforcement policy is not intended to harass or intimidate owners, but rather an attempt by the Board to maintain the common area property in a manner appreciated by everyone. Owner cooperation is greatly appreciated.

The goal is to establish a policy to ensure compliance with the CCR'S and Rules and Regulations of the association. The board is given authority within the declaration to establish reasonable rules and enforcement policies including monetary charges for violations. The initiation of administrative fines must be approved by the majority of the board.

1. **Verbal and Written Reminder:** The property manager will contact the owner by phone or email and deliver a notice to the resident or post on the unit door. A copy of the letter will be sent to the owner via e-mail and US mail. The owner will be given three (3) days to correct the violation. If the violation is a serious nuisance, determined by the majority of the board, and not corrected as soon as possible, a fine of \$250.00 will be assessed.

2. **Notification Letter:** After the expiration of three (3) days, if the violation remains, a notification letter will be sent to the owner allowing an additional three (3) days to remove the violation or provide a plan and definite remedial schedule satisfactory to the Board. The owner may request in writing a board hearing by a specified date acceptable to the board. A \$50.00, non-refundable, processing fee will be charged to the owner.

3. **Violation Fines Per Day:** Notwithstanding the above, if, after the original three (3) days set forth in paragraph 1 above, the violation remains and arrangements for remediation or a hearing have not been approved by a majority of the Board, a \$100.00 per day charge will be levied against the owner until the violation has been removed or until satisfactory arrangements have been approved by a majority of the board. The mere fact of requesting a hearing will not exempt the owner from the continuing daily charges.

4. **Additional Charges:** The owner is responsible for the cost of repairing all damages to the property and any legal fees or other costs incurred by the association to enforce the CCR's and rules and regulations. Any additional management costs will be charged to the owner as well.

5. **Collection:** Collection of charges arising from a violation will be in accordance with section 9.5, Special Assessment, of the CCR's.

6. **Waiving of Penalties and Charges:** The Board of Directors, in their sole discretion, by majority vote, may waive or reduce any fees or charges or make other finding it deems appropriate as a result of any violation of the CCR's and rules and regulations. The decision of the Board is final.

Adopted By Board of Directors on August 17, 2013