

July 1, 2017

Dear Homeowners,

There has been a change to the monthly violations. If you receive a violation you will now have **14 days** to rectify the violation. Below is the violation rule, which goes into effect August 1, 2017.

**PROCEDURES FOR HANDLING VIOLATIONS AS NOTED
ON MANAGEMENT INSPECTIONS**

In the event that Management notices any violations of the Rules & Regulations on its site inspections, the Board of Directors has approved the following procedures.

1. Management performs site inspections of the property on a regular basis. Any maintenance items and violations of the Rules & Regulations are noted.
2. An "Inspection Report" is generated from the handwritten notes taken by the property manager or property administrator.
3. Warning letters (violation letters) are issued to the respective owner(s) if an infraction is noted. If the unit owner is an investor and if the investor has provided information regarding the tenant, a copy of the violation letter will be issued to the tenant as well. If the investor owner has not provided Management with any tenant information, the unit owner will be the recipient of the violation letter. Please keep in mind that the unit owner is responsible for the actions of the tenant.
4. The unit owner will have **fourteen (14) days** to rectify the problem.
5. The unit owner will have the opportunity to request a hearing within ten days should they wish to contest the fine. This request should be issued to the Management Company in writing. If a hearing is not requested, the fine will remain on the account as imposed.
6. If a hearing is requested, the Covenants Committee, or if no such committee has been established, the Board of Directors will preside at the hearing. A representative from the Managing Agent (Complainant) and the alleged violator (Unit Owner and if applicable, Tenant) must be present. The Covenants Committee or Board of Directors will hear both sides and a decision will be reached as to whether to impose the fine.
7. If the Covenants Committee hears the first case and the alleged violator is not satisfied with the outcome, he/she may request a second hearing with the Board of Directors within seven (7) days of receipt of the written request for such. If no such Covenants Committee exists, an outside arbitration committee may be appointed for the second hearing.

Thank you for your continued cooperation,

The Board of Directors