

**Holly Hills Estates Homeowners' Association
Rules Enforcement Procedures and Fine Schedule
Resolution #2010-001 (Policy & Procedure)**

WHEREAS, the Association has a Declaration, Bylaws and Rules and Regulations, and,

WHEREAS CC&Rs Article 6 section 6.1 states that the Board is empowered to adopt, amend and revoke on behalf of the Association detailed administrative rules and regulations necessary or convenient to insure compliance with the general guidelines and the promote the comfortable use and enjoyment of the Property and to govern the operation and procedures of the Association,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors has adopted the following procedure for any resident to report a violation by another resident:

1. In order to begin the rules enforcement process, a resident must state, in writing, any rule violation he or she is reporting. A form is available, if desired.
2. The written report must be sent to the property management company.
3. The complaint should include the date, name of complainant, their address, daytime and evening phone numbers, and an email address (if available), etc.
4. The complaint must include as much information regarding the situation as possible, such as a description of the alleged violation, address of the property involved, and the dates and times of the alleged infractions (if appropriate). If the complaint is about parking, all vehicle information is required, including the make, model, color, license plate, state of registration, etc.
5. Upon receipt of the above information, a friendly reminder to correct the condition will be sent to the property owner. The violation must be corrected or a hearing requested within fifteen (15) days from the date the reminder is sent. If the management company receives a request for a hearing within the time limit, a date and location will be established and the homeowner notified. The homeowner's request for a hearing must include a written description of their reasons for requesting a hearing. Additional time for compliance may be granted upon request.
6. The individual making the complaint may be called to testify at the hearing if the property owner requests a hearing.
7. If no hearing is requested, and the violation is not corrected as per above, the homeowner will be notified in a "Notice to Correct" (via certified mail) to remedy the violation or request a hearing (in writing, see #5 above) within fifteen (15) days after the notice to correct is received. If the violation is not corrected within that timeframe, a fine of \$50 will be imposed on the owners account.

8. In the case of non-owner occupied properties, the owner of the property will be provided the notice(s) and/or fines whichever the case may be. It is the responsibility of the owner of the property to notify tenants of the Association policies and procedures.
9. Should the violation not be remedied for another period of 15 days, (violation would then not be remedied for 30 days), a second Fine Notice letter will be sent via certified mail and an additional fine of \$100.00 will be imposed on the owner's account.
10. The above process of additional fine notification and additional fine charges will continue until the violation is corrected. Should the homeowner wish to request a hearing, the board may consider such a request. The fines are still due and payable even if a hearing is requested.
11. All board members will be notified of violation actions on a regular basis, to be determined between the management company and the board.
12. As per CC&R Article 6 Section 6.2, any non-complying owner shall also be liable for reasonable attorney fees, should an attorney become necessary.
13. Should the same violation be repeated with a period of six (6) months from the date of the first notice, the process will begin at step 7 above, with a Notice to Correct.
14. If the violation continues or new violations occur, it is requested that the residents continue to notify the property management company in writing.

ATTEST:

Marie A. Kap 2/4/10

President, Board of Directors
Holly Hills Estates Homeowners' Association

Deki Warnell 2/4/10

Secretary, Board of Directors
Holly Hills Estates Homeowners' Association

2-4-10

Date