

# Procedure for Enforcement of Covenants

Including, but not limited to:

## Unpaid Annual Association Assessments Architectural Control, Landscaping, and Trailer Parking Violations

### Unpaid Annual General Homeowner's Assessment

The payment for the annual general assessment is due on July 31<sup>st</sup> each year. If the payment has not been postmarked by this date, the Board will send a late notice by the 10<sup>th</sup> August to the lot owner along with a copy of the penalty schedule shown below. Additional reminders will be sent each month including assessed late charges according to the schedule shown here.

### Late Charge Schedule

<u>Payment Postmarked on or before</u>	<u>Accrued Late Charge</u>	<u>Total Due, Including Late Charges</u>
July 31 <sup>st</sup>	\$0	\$100
August 31 <sup>st</sup>	\$25	\$125
September 30 <sup>th</sup>	\$50	\$150
October 31 <sup>st</sup>	\$75	\$175
November 30 <sup>th</sup>	\$100	\$200
December 31 <sup>st</sup>	\$125	\$225

Note that late charges begin August 1<sup>st</sup> and will continue to be assessed the first of each month until the full amount including any accrued late charges has been paid.

Should part or all of the Total Due remain unpaid after December 31<sup>st</sup>, the Board may choose to instruct our attorney to send another letter to the lot owner which will include an invoice for the balance due plus attorney fees of \$250. If this invoice is not paid in full within 30 days after being sent, the attorney will be instructed to file a lien against the property for the outstanding amount plus collection costs plus 10% for overhead according to Article VII Section 7.2 of the Bylaws and Restrictions in our Articles of Incorporation. Alternatively, the Board may file for relief in Small Claims Court.

*Lot owners who would like to share any unusual or extenuating circumstances causing them to be unable to meet the payment schedule should contact any of the Board members.*

### Architectural Control, Landscaping, and Trailer Parking Violations

When made aware of a violation of one of the Covenants and Restrictions, a letter will be sent to the offending lot owner requesting compliance. If no corrective action has been taken by the owner within 10 days from the date of the notice, a stronger letter will be sent along with a copy of the penalty schedule shown here.

### Violation Penalty Fees Schedule

If no action has been taken by the offending lot owner within 10 days of the 2nd notice, a \$25 per week fine will be assessed beginning with the first Sunday after the 10th day. An additional \$25 will be assessed each week as long as the violation has not been corrected. If the violation continues and the accumulated fees reach \$200, the weekly amount will be increased to \$50. An invoice will be sent each month showing the fines assessed as long as the violation remains. If the accumulated fees reach \$500 and the violation has not been corrected, our lawyer will be instructed to file a lien against the property for the outstanding amount plus collection costs plus 10% for overhead according to Article VII Section 7.2 of the Bylaws and Restrictions in our Articles of Incorporation. Alternatively, the Board may file for relief in Small Claims Court.

### Accelerated Enforcement Procedure for Frequent or Immediate Recurrence of a Violation

The Board may choose to forgo additional 1<sup>st</sup> notices of a violation and move immediately to the equivalent of a 2<sup>nd</sup> notice if there is frequent or immediate recurrence of a violation for which a lot owner has already been notified. If no action has been taken by the offending lot owner within 3 days of the notice, a \$25 per week fine will be assessed beginning with the first Sunday after the 3<sup>rd</sup> day. The violation fee schedule and procedures continue after that point as described in the paragraph above.