

## **VIOLATION PROCEDURES**

“Pursuant to California Civil Code Section 1354, the following procedures will apply to all violations and infractions of the governing documents and rules and regulations. Owners may report violations to the Management Company or Board of Directors by submitting a notice describing the violation. The Board of Directors, management company, or committees appointed by the Board may also note any violations discovered during walk-throughs or by personal knowledge of any of its members or representative.”

### **“AT THE TIME A VIOLATION IS NOTED OR REPORTED, ACTION WILL BEGIN AS FOLLOWS:”**

1. A first notice to correct the violation will be sent by the Management Company or Board of Directors. The notice will contain a description of the violation and instructions regarding response to the notice and correction of the violation. The owner will be notified that a fine will be assessed for non-compliance.
2. If the violation continues, or if the response is otherwise unsatisfactory after the first notice, the owner will receive a notice of a monetary penalty and be afforded an opportunity to appear before the Board by appearing personally. The hearing date shall be set at least ten (10) days before the hearing by the Board as to the date, time and place and mailed to the owner with the second notice. The notice shall be mailed by first class mail to the owner at the last known address shown on the Associations records. If the owner does not appear as requested, the fine shall be levied as prescribed.
3. If the violation continues, or if the response is otherwise unsatisfactory, even after the imposition of a monetary penalty, the Board or its appointed committee may impose additional or continuing fines until such time as the matter is satisfactorily resolved.
4. If the violation continues, the Board may refer the matter to the Association’s legal counsel and expense incurred will be the responsibility of the owner. If a lawsuit is filed, the homeowner may be liable for the Association’s legal, costs and fees.
5. If the violation is committed by a tenant or lessee, the Association’s primary course of action shall be against the owner. The Board may, in its discretion, also provide notification to the tenant or lessee of the violation and of any hearing dates. However, the Association shall not be obligated to do so.

### **“FINE SCHEDULE:”**

**“Fines for the first time violation(s) shall be levied in accordance with the following schedule as a minimum”**

Hazardous Activities (Any action that would harm or place in danger any resident or property)	\$100.00
Vehicle and Parking Restrictions	\$25.00
Use Restrictions: (Common areas)	\$25.00
Noise and Obnoxious Activity (Anything heard outside your unit)	\$25.00
Any violation of the By Laws, CC&R’s or Rules and Regulations not specifically mentioned	\$50.00
Unauthorized Improvements to Property Per Discretion of the Board Minimum	\$100.00

“Fines shall be in addition to any applicable cost of repair, or other reimbursement of any costs incurred by the Association.”

**“Fines for continuing or repeated violations will be doubled with each similar offense.”**