

## STONEBROOK VILLAGE OWNERS ASSOCIATION

### Rules Enforcement and Fines Policy

WHEREAS, the Stoneybrook Village Owners Association pursuant to "Article 8, Section 8.5c of the Declaration shall make, establish, promulgate, amend, and repeal Rules and Regulations.

WHEREAS, the Stoneybrook Village Owners Association pursuant to Article 4, Section 4.8 of the By-Laws, the Board of Directions shall have all of the powers and duties necessary for the administration of the affairs of the Association.

WHEREAS, the Association has a Declaration and Bylaws, and

WHEREAS, The Declarations of Stoneybrook Village Owners Association charge the Board of Directors with the powers and duties to ensure that residents who enjoy the privilege of living in Stoneybrook Village, also accept the responsibility of not infringing upon their neighbors' rights of peaceful enjoyment, safety, and sustained property value.

NOW THEREFORE, BE IT RESOLVED:

A. The Board of Directors has adopted the following procedures for any resident to report a violation by another resident:

1. In order to begin the rules enforcement process, an owner, a resident, or an agent of the Board of Directors must state, in writing via regular mail, or email, through the Association website or facsimile, any rule violation being reported.
2. The written report must be sent to the community manager who will then forward it to the Board of Directors for verification and action.
3. The person making the complaint must enclose their name, address, and contact telephone number with their complaint. The complaint will not be distributed to the owner in violation but is solely for the community manager and Board of Directors' use to obtain additional information from the person making the complaint.
4. The person making the complaint must include as much information regarding the violation as possible. Information that will assist the Board of Directors to seek compliance includes the unit that is in violation, the actual rule that the resident is not in compliance with, and the date and times of the infraction.

B. If a violation is confirmed by the Board of Directors, then:

1. Upon notification of the first violation, the owner and/or resident will receive a written "Friendly Reminder" to correct the violation. This reminder will inform the specifics of

the violation to be corrected and request correction to avoid potential fine assessment and/or collection activity.

2. Should the violation not be remedied within 15 days of the written "Friendly Reminder", the owner and/or resident will be notified in writing by a "Notice to Correct" that the violation is to be corrected within 15 days. This notice will inform the owner of his right to a hearing before the Board of Directors, prior to any fine being assessed. The owner must request a hearing within ten working days of receipt of the "Notice to Correct". Upon receipt of a request for hearing within the stated time limit, the Association community manager will establish a date and location for the hearing and notify the owner.
3. Should the violation not be remedied within 15 days of the date of the written "Notice to Correct" and no request for a hearing is received, a "Fine Notice" will be sent information that a fine of \$75 (seventy-five dollars) will be assessed to the owner's account, payable upon receipt. The fine will be applied for each subsequent month the violation remains uncorrected. (Refer to Stoneybrook Village Owners Association Collection Resolution #2006-001.)
4. Should the violation remain unresolved for an additional 15 days, then Article 11 (Enforcement) of the *CC& R's*, Paragraph 1L2(b); will be enforced.
5. In the case of non-owner occupied properties, the owner of the property will be provided the notices that a violation has occurred on their property. If the violation is left unresolved, and fines are imposed, the fines will be imposed upon the owner of the property. It is the responsibility of the owner of the property to notify tenants of the Association policies and procedures and ensure compliance.