

# Rules & Regulations



# **CIRCLE G AT THE HIGHLANDS HOMEOWNERS ASSOCIATION FINE POLICY**

*Implemented March 1, 2000*

These procedures are established guidelines, no changes to these guidelines will be made without a quorum of the Circle G at the Highlands Homeowners Association Board of Directors (hereafter called "Board of Directors"). These procedures may be superseded and more stringent measures implemented if deemed necessary at the sole discretion of the Board of Directors.

**The maximum fine for a first violation is \$100.00 per day.** Once a violation is noted for the first time, the following procedure will be followed:

- 1) **First Notification of Violation:** A letter of notification may include 1) a description of the violation; 2) the corrective action that the Owner needs to take; 3) the time frame for corrective action to be completed (generally 7-15 days);
- 2) **Second Notification of Violation:** If corrective action is not satisfactorily completed within the established time frame a second letter of notification will be sent. The notice may include the following: 1) a warning statement of the Association's intent to impose a fine if the violation is not corrected within the next stated time frame; 2) notification of the Homeowner's opportunity to appeal in writing, via the Management Company, to the Board of Directors regarding the fine; and
- 3) **Fine Imposed:** If corrective action is not performed, a fine may be imposed with no further notification.

**The maximum fine for a second violation is \$500.00 per day.** For a second occurrence of the same or similar violation within a twelve consecutive month period, the following procedure will be followed:

- 1) **Recurrent Notification Violation:** Generally, a letter of recurrent violation will be sent within a 7-15 day time frame in which to perform corrective action. The notice will include the following: 1) a warning statement of the Association's intent to impose a fine if the violation is not corrected within the stated time frame; 2) notification of the Homeowner's opportunity to appeal in writing, via the Management Company, to the Board of Directors regarding the impending fine; and
- 2) **Fine Imposed:** If corrective action is not performed satisfactorily, a fine may be imposed with no further notification.

**The maximum fine for a third violation is \$500.00 per day.** For a third occurrence of the same or similar violation within a twelve consecutive month period, the following procedure will be followed:

- 1) **Fine Imposed:** A fine may be immediately imposed.

Generally, a 7-15 day time frame is allotted for corrective action. However, depending upon the nature or severity of the violation(s), this time period may be adjusted.

The Association, and its Board of Directors, reserve the right to turn over at any time an issue of violation or non-compliance to legal counsel for enforcement action.

**Please note that fines, which includes any costs and attorney's fees, are assessments applied to your individual association account. Assessment payments will be applied to the oldest items on the account. Please refer to the Circle G at the Highlands Assessment Rules attached.**

**Circle G at the Highlands  
Homeowners Association**

**Date: March 11, 2000**

**To: Circle G at the Highlands Homeowners**

**From: Your Board of Directors**

**Re: Attached Fine Policy**

Enclosed you will find a copy of the new Fine Policy which was recently adopted by the Board of Directors. This policy was drafted and enacted in an effort to ensure our ability to maintain an acceptable level of compliance with our community's Covenants, Conditions and Restrictions. Adherence to our CC&Rs is important to all of us because it permits the continued increase of all of our property values as our community continues to develop and mature.

Please be assured that it is not the intent of the Board of Directors to stalk the community searching for violations. This policy does, however, give the Board the power to impose fines, which will then be subject to our published collections policies, when violations have been identified and remain uncorrected.

# **CIRCLE G AT THE HIGHLANDS HOMEOWNERS ASSOCIATION**

## **ASSESSMENT RULES**

### **BILLING**

The management company will mail quarterly statements to each homeowner at least 15 days prior to due date.

### **DELINQUENT/COLLECTION PROCEDURE**

**1<sup>ST</sup> DAY OF EACH QUARTER**

**Assessment due**

**15<sup>TH</sup> DAY OF EACH QUARTER**

**Late fee of \$10.00 added to account.  
Statement mailed with amount due.**

**15<sup>TH</sup> DAY OF SECOND MONTH  
45 days**

**Additional \$10.00 added to account.  
"2<sup>ND</sup> Notice" mailed with amount due.**

**10<sup>TH</sup> DAY OF THIRD MONTH  
70 days**

**"Intent to Lien" notice mailed  
Certified and regular mail.**

**20<sup>TH</sup> DAY OF THIRD MONTH  
80 days**

**"Lien Filed", copy is sent to owner  
along with the statement showing  
additional lien fee of \$75.00 added.  
Failure to pay in 10 days will result  
in account being turned over to an  
attorney and legal fees will be added  
to the account.**

**END OF THIRD MONTH  
90 days**

**Account is sent to attorney**