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**Bill Burns**  
**President**

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**Date**

**DEFINITIONS**

**BOARD** – Board of Directors

**PROJECT** - Residential Condominium Project

**PROPERTY** – Means the Real Property – Grounds, Buildings, General Common Elements, Limited Common Elements

**MANAGING AGENT** – Property Management Company Personnel

**UNIT OWNER** – Owner of record for the condominium or townhome.

**UNIT** – Condominium or Townhome

STATE GOVERNANCE OF CCIOA SB-89 & SB-100 IS APPLIED TO RULES ENFORCEMENT.

**POLICIES AND PROCEDURES FOR COVENANT & RULE ENFORCEMENT**

**RULE ENFORCEMENT TIME FRAME**, with the exception of Sections 1.7, 2.1, 3.11, 8.1, 8.2, and 10.0.

**FINE SCHEDULE, NOTICE, & APPEAL**

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|--|---|
| 1) <b><u>FIRST Violation</u></b> -                   | <b>Written Warning Notice</b><br>Ten (10) days to comply from date of letter.   |
| 2) <b><u>SECOND Violation of Same Covenant</u></b> - | <b><u>\$100 Fine</u></b><br>If unit owner would like an opportunity for a hearing before the Board, he/she must send a written letter to the Board within five (5) days from the date of the Second Violation Notice. |
| 3) <b><u>THIRD Violation of Same Covenant</u></b> -  | <b><u>\$200 Fine</u></b><br>If unit owner would like an opportunity for a hearing before the Board, he/she must send a written letter to the Board within five (5) days from the date of the Second Violation Notice. |
| 4) <b><u>FOURTH and Subsequent Violations</u></b> -  | <b><u>\$400.00</u></b>  |

*Third and subsequent covenant violations may be turned over to the Association's attorney so appropriate legal action can be taken. Any Owner committing three or more violations in a six-month period (whether such violations are of the same covenant or different covenants) may be immediately turned over to the Association's attorney for appropriate legal action. For owners who have provided the Associations with an email address, in addition to notice sent by us mail, the Association may also provide notice by electronic mail and all timelines set forth above shall commence upon delivery for the electronic mail.*