

This is the proposed outline for fines as referenced in the Fall newsletter article “Should the Association Fine Property Owners Who Violate the Covenants?”

All alleged violations of the Protective Covenants will be investigated and verified by a member of the Covenants Committee, or other assigned member of the Board of Directors. Upon verification of a violation, the Covenants committee will contact the homeowner (personally, through email, or US Mail) notifying them of the violation, instructing them on a remedy and providing them with information about how to contact a member of the Covenants Committee, or another more relevant committee, for assistance or additional information. (This shall be known as the first notice and must be documented.) Each violation of the covenants shall be noticed as a separation violation.

A member of the Covenants Committee will inspect the property within 10 days of the first notice to ensure compliance. (If the notice is mailed, the inspection will take place 10 days following the day the letter was mailed.) Should the issue remain unresolved, and the property owner failed to contact the Covenants Committee regarding a resolution, a formal letter (the second notice) will be written and mailed to the property owner with the following information:

1. The provision of the community documents that has allegedly been violated;
2. The date of the violation or the date the violation was observed;
3. The first and last name of the person or persons who observed the violation, including the Covenants Committee member who performed the inspection; and
4. The process the member must follow to contest the notice.

The letter further shall explain the Board’s Authority to utilize the full authority granted it by the Covenants to pursue or force a resolution. The letter shall provide the property owner an address to send any response to the Covenants Committee, informing the property owner that the response must be provided by certified mail within 21 days of the date of the second notice.

If the issue is not resolved within 30 days of the mailing of the second notice, or an extension not requested by the property owner and granted by the Covenants Committee, the matter will be referred to the Board at its next meeting for determination of further action. The Covenants Committee shall notify the property owner of the referral and request that the property owner appear at the Board meeting to provide the Board with any material information about the alleged violation. If the property owner is found responsible for the violations, the Board may impose the following fines per violation:

First violation:	\$35.00
Second violation	\$50.00
Third violation	\$65.00
Fourth violation	\$80.00

The Board reserves the right to assess violations on a daily or on a weekly basis.

To provide feedback to the Board, please attend an upcoming Board meeting or contact, via email, the Board Secretary. Board meeting information and contact information for the Board Secretary can be found on the Association website, www.cfe7.org.