

**Arbor Ridge Homeowners Association
Administration Resolution 2007-002
Fine Schedule and Enforcement Process for Non-compliance**

The Arbor Ridge Homeowners Association Board of Directors according to the By-Laws, Article 7, Section 1 is given the “power to adopt and publish rules and regulations governing use and maintenance of the Common area...and to establish fines and penalties for the violation thereof.” The fine schedule and enforcement process will be adopted as of the date signed by the Board of Directors.

1. Upon notification of a 1st Violation, a homeowner will be sent a Friendly Reminder. The owner will be given 14 days to correct the alleged violation without fine.
2. Upon notification or inspection of the ongoing 1st Violation or 2nd violation of the same type a homeowner will receive a “Notice to Correct” the alleged violation. This reminder will notify the homeowners of the alleged violation, proposed fine and a statement informing the alleged violator that they shall have 14 days to present a written request for a hearing.
3. The alleged violator must respond within 14 days from the date of the letter, regardless of whether the alleged violator is challenging the imposition of the proposed fine. If the alleged violator cures the alleged violation **and** notifies the Board of Directors via The Management Group, Inc. in writing within 14 days, the Board of Directors may, **but shall not be obligated to**, waive the fine.
4. If the alleged violator does not submit a timely request for hearing, *the fine stated in the notice shall be imposed.*
5. A request for hearing is to be delivered to the Association management office. A hearing will be scheduled with the Board of Directors within 30 days of the request and the alleged violator shall be afforded a reasonable opportunity to be heard. The owner will be notified in writing within 48 hours of the meeting of the Board’s decision and the sanction, if any, to be imposed or upheld.
6. **The fine structure shall be as follows:**
 - \$75.00 for a 1st violation
 - \$150.00 for a 2nd violation of the same nature
 - \$250.00 for a 3rd violation of the same nature
7. Should a violation continue after the initial 14 days and a timely hearing not be requested, the owner will then be send a notice every 14 days informing the alleged violator that a fine of \$150.00 (one hundred and fifty dollars) will be imposed every 14 days until the violation is corrected. Additionally, all related attorney and filing fees would be charged to the homeowners account.

ATTEST:

President, Board of Directors
Arbor Ridge Homeowners Association

Secretary, Board of Directors
Arbor Ridge Homeowners Association

Date