

SANDY RIDGE HOMEOWNERS ASSOCIATION
ACTION BY THE BOARD OF DIRECTORS

FINE POLICY and APPEAL PROCESS
Effective November 1, 2018

FINE POLICY

Pursuant to the authority contained in the governing documents of the association, the Board of Directors of Sandy Ridge Association hereby, adopt the following resolution by unanimous consent for and as the actions of the Sandy Ridge Association, as the date set forth above.

RESOLVED, to adopt the following:

Fine schedule, policy and Appeal process for violations of the CC&R's, Bylaws and Rules and Regulations as may be adopted or modified from time to time by the Board of Directors for the Sandy Ridge Homeowners Association. These policies enforce, do not change, and hold accountable section 7.4 of the Sandy Ridge Homeowners governing documents.

DATED as the 1st day of June 2018.

All members of our neighborhood have acknowledged and, by acceptance of a deed to their homes, have agreed to abide by the CC&R's. However, deviations do occur and should be handled according by such governing documents. The scope and intent of this resolution is to apply uniformly to all members of the Association.

Violations will be cumulative for the fiscal year.

1. **First notice** Reminder/warning letter shall be mailed to the Homeowner giving thirty (30) days to comply – **NO FINE**
2. **Second letter** stating a fine in the amount of **\$25** will be assessed and is due immediately, compounding daily. Providing notice to the Homeowner that they have a right to a hearing and must contact the property manager for a date and time. Thirty (30) days to comply.
3. **Third and all letters thereafter** stating continued daily fines of **\$50** will be assessed and is due immediately, compounding daily. Letter to state total fines assessed as of the subsequent or continued violation. Thirty (30) days to comply.
4. **Subsequent non-compliance:** Upon board approval, the Association will seek relief of violations through the Association Attorney and the Court system. All cost will be part of the judgement that is being sought.

Violations that threaten the health, safety, and welfare of homeowners and residents, such as drug use and sales, discharging firearms, arson, vandalism and any other violation that the Board deems to be of an egregious nature will be fined at **\$1500** per occurrence.

Nonstandard violations listed below will follow non-standard fines:

1. Failure to submit substantial changes and/or designs to architectural committee will be fined at **\$500** per occurrence.

FINES: No fine shall be imposed without first providing a written warning to the Homeowner describing the violation and stating that failure to correct the violation within thirty (30) days or another recurrence of the same violation within (3) months of the original violation shall make the Homeowner subject to imposition of a fine. Failure to pay any fine shall subject the Homeowner to the same potential penalties and enforcement as failure to pay any assessments under Article VIII of the CC&R's.

The Board of Directors reserves the right to take any action permitted by law or the CC&R's, in addition to the above mentioned fine policy.

Procedures:

1. Homeowners will be notified by mail of all violations.
2. The homeowner has the right to a hearing before the Board of Directors where decisions of the Board are final.
3. Board will direct Management Company, as to waiving or assessing of fines at each hearing or board meeting and for all pending fines and/or legal action with the Association's Attorney.

APPEAL PROCESS

- When a violation notice is sent to a Homeowner, such notice shall include a statement notifying the Homeowner that he/she has the "RIGHT OF APPEAL".
- When a Homeowner desires to appeal a violation, he/she must notify the Management Company in writing within (10) days after the date of the violation notice.
- Appeals shall demonstrate **extenuating circumstances**, which require deviation from the CC&R's and/or guidelines.
- Appeals shall include all pertinent backup information to support the existence of the **extenuating circumstance**.
- All decisions of the Board are final and may not be further appealed.
- Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered **DENIED**.
- If the appeal is denied, the homeowner must bring the violation into compliance within thirty (30) days. If the violation still exists after thirty (30) days, the process shall proceed with the notice schedule written above and continue with the **second letter**. In addition,

the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Homeowner and collected in the same manner as assessments.

RESOLVED, that the Board shall retain the right to amend or repeal this resolution.

IN WITNESS, WHEREOF, the undersigned have executed this consent as of this _____ day of _____, 2018.

I hereby certify that the above resolution(s) were duly adopted by unanimous consent by the Sandy Ridge Homeowners Association Board of Directors on the above date.

HOA Secretary

The undersigned officer hereby certifies that the foregoing instrument has been signed by the Secretary of the HOA.

Attest:

HOA President

or

HOA Vice President