

ENFORCEMENT POLICY FOR THE COLONIAL MANOR SQUARE HOA

The Board of Trustees and Officers (Board) has adopted the following policy regarding community violations of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Colonial Manor Square Home Owners Association:

First Notice

A letter sent to the homeowner detailing the violation & request to correct the violation within 15 calendar days.

Second Notice

A letter will be sent 16 days after the first notice if the Association continues to receive written complaints or if the violation is observed by a member of the Board and the homeowner failed to comply with the first notice. This letter will levy a \$25.00 fine for non-compliance. This fine is payable within 30 days. This letter will also advise the homeowner that should the situation not be properly resolved, the next step by the Board will be a second, even larger fine.

Third Notice

A letter will be sent 30 days after the second notice if the Association continues to receive written complaints or if the violation is observed by a member of the Board and the homeowner has failed to comply with the previous notices. This letter will levy a \$50.00 fine for non-compliance. This fine is payable within 30 days. This letter will also advise the homeowner that should the situation not be properly resolved, the next step by the Board will be a third, even larger fine.

Fourth Notice

A letter will be sent 30 days after the second notice if the Association continues to receive written complaints or if the violation is observed by a member of the Board and the homeowner has failed to comply with the previous notices. This letter will levy a \$150.00 fine for non-compliance. This fine is payable within 30 days. This letter will also advise the homeowner that should the situation not be properly resolved, the next step by the Board will be a referral to the legal counsel of the HOA for further enforcement action.

Important Note:

1. Repeat violations of the same infraction in a rolling 12-month period will be considered non-compliance and resume the enforcement stage as if the infraction was not remediated.
2. Under section 6.1 of the neighborhood covenants (as amended), costs, including legal fees, associated with enforcing the covenants will be charged to the homeowner.