Board of Directors
Violation Process Resolution

WHEREAS the Board of Directors of the **Meadowbrook** Home Owners Association is charged with further defining the Covenants, Conditions and Restriction as defined in **Article VI Section 2 of the Declaration of Covenant, Conditions and Restrictions;**

WHEREAS the Board deems it to be in the best interests of the Association and its members to adopt a process for the enforcement of "Use Restrictions", and/or other duly adopted "Rules and Regulations" of the Association, that is consistent with applicable provisions of the governing Bylaws and Declaration of Covenants, Conditions and Restrictions;

BE IT RESOLVED

1. Regular inspections of Association property, the purposes of which are to note and cite violations of Covenants, Conditions and Restrictions and/or duly adopted Rules and Regulations, shall be conducted by the management company;
2. Barring holidays or other circumstances that make it impossible or impractical to do, said property inspections shall be conducted on a ☐ weekly, ☐ bi-weekly, or ☒ monthly basis;
3. Whether or not a citation constitutes a new occurrence or subsequent occurrence of the same violation shall be determined by:

   a. ☐ The specific act cited
   b. ☒ The general rule violated (i.e., specific act not repeated, but subsequent act falls under same general rule as prior act)

4. The sequence of violation notices shall be as follows (check all that apply):

   a. ☐ Friendly Reminder Letter
   b. ☒ Violation Letter (unless otherwise stated in violation resolution)
   c. ☒ Notice of Hearing
   d. ☒ Hearing Result and Notice of Fine

5. Dissemination of violation notices by management company is authorized

   a. ☒ Upon approval of Management Company; or
   b. ☐ Upon approval of

      i. ☐ Board
      ii. ☐ Adjudicatory Committee
      iii. ☐ Other: _____

6. In any event, authority to disseminate violation notices is hereby automatically given to management company, without the specific instruction of the entity noted in above paragraph five (5), if said entity fails to provide specific instruction to management company:

   a. ☐ Within one (1) business day of receipt by said entity of most current list of proposed violations;

b. ☒ Within two (2) business days of receipt by said entity of most current list of proposed violations;

7. Hearings shall:

   a. ☐ NOT be held;
   b. ☐ Be held on a:

      i. ☐ Weekly basis; (on _____ of every week)
      ii. ☐ Monthly basis; (on the _____ of every month)
      iii. ☐ Bi-monthly basis; (on the _____ of that month)
      iv. ☒ As needed basis

8. Should fines be assessed, they will accrue on a:

   a. ☐ Per Inspection basis
   b. ☒ Weekly basis (unless otherwise stated in violation resolution)
   c. ☐ Monthly basis
   d. ☐ Other: _____

9. Homeowner's being fined for violation(s) of the "Use Restrictions", and/or other duly adopted "Rules and Regulations" of the Association, will be responsible for contacting the management company upon cure of the subject violation.

10. Violations shall be forgiven and re-set:

    a. ☒ Never
    b. ☐ Annually beginning on the 1st day of January, every year
    c. ☐ Other: **At the discretion of the BOD after a hearing**

11. Fine Schedule
    a. **Boats/Trailers/Campers and similar vehicles** No violation letter will be sent. Hearing letter will be first notification and after hearing owner will be potentially fined $100.0 per day until the boat/trailer/camper is moved. Any future occurrences after initial violation will be fined at $100.00 per day until boat/trailer/camper is moved.
    b. **Yard Sales/Garage Sales-** No violation letter will be sent. Hearing letter will be first notification of violation. Based on hearing results owner will be potentially fined $100.00 per occurrence of yard sale.
    c. **Yard Maintenance (trimming, edging, mowing, etc)** – Owner will be given 10 days from date of violation letter to remedy violation. At re-inspection if yard is not in compliance a hearing notice will be sent. Fines at hearing will be levied $50.00 for first occurrence, $75.00 for next, and $100.00 per occurrence there-after.
    d. **Garbage/Debris/Broken Mailboxes/and other associated violations** – Owner will be given 10 days from date of violation letter to remedy violation. If not in compliance a hearing notice will be sent. Any charges associated with rectifying the situation will be billed to the homeowner along with a 15% surcharge.
    e. **All Other Violations** – Fines will be assessed $50.00 for first occurrence, $75.00 for second occurrence, and $100.00 for any occurrence thereafter.

12. This policy shall remain in full force and effect until such time as it is either changed or dissolved by the Board of Directors.
13. Non payment of fines may result in the Association filing a lien on your property.

This resolution was adopted by the Board of Directors on 10/12/15 and shall be effective on 11/5/15.

BOARD PRESIDENT