

HV@MBA RULE INFRACTIONS AND RAMIFICATIONS

Effective January 6, 2024

Amended August 18, 2025 – Adopted by the HV@MBA Board of Directors

Harbor Village at Manistee Beach Association (HV@MBA) provides amenities for partnering association Owners that include but are not limited to the Indoor (IP) and Outdoor Pools (OP) and their associated fitness room and spas.

It is the responsibility of HV@MBA to maintain these facilities in accordance with Association Rules and State of Michigan laws, in a safe and healthy manner. As these facilities are paid for by partnering association Owners, HV@MBA is also charged with protecting the huge investment the Owners make to maintain them.

Fobs are the property of HV@MBA and loaned to each unit Owner who is responsible for any and all infractions, associated fines and costs, attributed to anyone using an Owner's fob.

A fob is required to access the amenities, limiting use to Owners and their permitted guests as defined by the Owner Agreement. To that end, cameras have been installed and upgraded at both the IP and OP. Fob numbers are recorded, and time stamped on entry. A software system is in place that can connect the violations seen on camera and fob number and its Owner.

A weekly report of infractions will be sent to the members of the HV@MBA Board.

RULE INFRACTIONS

1. Infractions identified by either staff or other Owners will be reviewed on video.
2. Time stamps for fob entry will be linked to the infraction.
3. The name of the fob Owner will be identified.
4. Two individuals are required to make positive identification of a Class 3 infraction and the Owner name and fob number.

Rules are available on Buildium.

FINES

1. **Class 1 – First time behavioral issues and other lesser infractions:**
 - Confirmation on video with link to fob use and report log entry.
 - Email/text notification to Owner in one business day of infraction with cc to Cornerstone and HV@MBA officers.
 - Notification of additional incidents and/or warnings may result in fines or fees.
2. **Class 2 – Additional incidents and/or warnings in the Owner's record:**

- Confirmation on video with link to fob use and report log entry.
- Immediate email/text notification of infractions to Owner with cc to Cornerstone and HV@MBA officers with follow-up letter.
- \$75 fine plus applicable mitigation/repair costs.

3. Class 3 – Water contamination, vandalism, multiple warnings and/or damage:

- Confirmation on video with link to fob use and report log entry.
- Immediate Owner notification via email/text with cc to HV@MBA officers with follow-up letter.
- Mitigation/damage costs.
- \$150 fine.

Payments are due in 30 days after invoice. Nonpayment by the due date will result in additional collection efforts.

DISPUTE RESOLUTION

An Owner may dispute the assessment of fees, mitigation/damage costs, in writing and/or via email to kristi@managementbycornerstone.com within five (5) business days after infraction notification.

The Owner may view the associated video on-site, review the infraction log on request, and ask that a moratorium on fines be granted until the panel has ruled. A hearing panel will be assembled, and a hearing scheduled within 10 business days.

A panel of no less than three persons will be appointed to hear the dispute: an officer of the HV@MBA Board in good standing, a person appointed by the complainant, and a third agreed upon by the previous two persons. Consideration of Owner's written appeal may be in person or via conference call at the election of HV@MBA. Owner agrees that the decision of the panel will be final. A response to the complainant will be issued within two (2) business days.