



Oak Lake Estates

Homeowners Association
PROCEDURE TO ENSURE COMPLIANCE

This policy is constructed with the member, OLE recorded documentation, and TN Code Annotated as guides.

In the event of any legal conflict between this policy and the specifications, the recorded documentation, applicable laws of the state of TN and Maury County TN shall prevail.

In accordance with the DECLARATION, COVENANTS, CONDITIONS AND RESTRICTIONS, the BYLAWS, and the RULES AND REGULATIONS OF THE Oak Lake Estates Homeowners Association, Board of Directors of OLE HOA has established the following procedure to insure compliance:

1. **FIRST NOTIFICATION: Notification Letter** The homeowner will be sent a letter or email informing him/her of the violation. The HOA will offer guidance, assistance, and suggestions. The homeowner will be given an opportunity to correct the violation and/or contact the HOA within a specified period. The amount of time will be dependent upon the content of the violation and at the discretion of the HOA Board. The homeowner will be given the opportunity to contact the board via mail or email to explain or justify the situation.
2. **SECOND NOTIFICATION:** A member of the Board or Officer will call upon the homeowner via telephone, email, or in person informing him/her of the uncorrected violation stating the violation to the homeowner and attempt to assist with the correction of the violation. The homeowner will have 10 days to at least show good faith in correcting the issue.
3. **THIRD NOTIFICATION: \$50.00 Fine** The homeowner will be sent a fine letter informing him/her of the un-corrected violation stating the amount of the fine and a fine in the amount of \$50.00 will be assessed to the homeowner and will be payable within 30 calendar days to the Oak Lake Estates Homeowner's Association. A late fee bearing interest at the prevailing legal interest rate will be added after 30 calendar days. The HOA has the right at this notice to intervene and provide relief to the neighborhood. There will be a \$150.00 fee for the HOA to take action to correct the issue. This fee is in addition to the cost of the violation correction. Violations requiring intervention of action such as moving items, removing items, clean up, etc. costs will be assessed to the homeowner with other applicable fees and will be payable within 30 calendar days to the Oak Lake Estates Homeowner's Association.

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PROCEDURE TO INSURE COMPLIANCE WITH RULES AND REGULATIONS Cont.

4. **FOURTH NOTIFICATION: \$100.00 Fine** The homeowner will be sent an additional fine letter informing him/her of the uncorrected violation stating the amount of the fine, and a fine in the amount of \$100.00 will be assessed to the homeowner, payable in 10 calendar days, if the violation has not been corrected. If the first fine of \$50.00 has not been paid, the second fine of \$100.00 will be added to the first fine. A late fee will accrue interest at the prevailing legal interest rate.

5. **AFTER FOURTH NOTIFICATION: \$100.00 Fine** A fine in the amount of \$100.00 will be assessed to the homeowner, payable in 10 calendar days for each subsequent month until the violation is in compliance.
If the first fine of \$50.00 has not been paid, and the second fine of \$100.00 has not been paid, they will be added to the fines due. A late fee will accrue interest at the prevailing legal interest rate.

Major violations requiring legal intervention which incur legal fees and/or court costs will be assessed to the homeowner and will be payable within 30 calendar days to the Oak Lake Estates Homeowner's Association. A late fee bearing interest at the prevailing legal interest rate will be added after 30 calendar days.

Major violations requiring legal intervention which incur legal fees and/or court costs will begin within 60 days of the fourth notification.