

*It is the responsibility of the Board of Directors to enforce the YPRC#4 CC&R's, Bylaws, and Rules (Referred to as the "governing documents" by California Statues regarding homeowner associations). California statutes require the board to adopt and publish to the members an enforcement policy and schedule of fines. The Board has adopted the following enforcement policy and fine schedule. All homeowners are responsible for knowing and adhering to the provisions of the governing documents of the VPRC#4. Homeowners are additionally responsible for members of their households, for their tenants and guests. Owners may report violations to the Board by submitting a written describing the violation. Members of the Board, the architectural committee and other agents and representatives of the association may also initiate action with regard to observed violations.*

When a violation is reported or noted, action will be taken as follows:

First Notice	The Board of Directors and Architectural committee will send a First Notice to the owner containing a description of the alleged violation and instructions regarding response to the notice and correction of the violation. Please note: as of the time of the First Notice no independent investigation or determination as to the validity of the complaint will necessarily have been made. Such a notice is essentially a friendly request to correct the violation if it exists or to provide the association with more information if the owner claims there is no violation
Investigation	A representative of the association will appropriately investigate the matter and report to the Board regarding whether further action is necessary
Second Notice	If the Board finds that there is reasonable cause to believe that a violation has occurred or is occurring and has not been corrected following the First Notice, or if it is a repeat offense by an owner, a Second Notice will be sent. Depending upon the nature of the violation and in the discretion of the Board, the notice may either advise the owner that the Board has determined that a violation has occurred or is occurring and demand that the violation be corrected within the time period specified in the Second Notice, or give a Notice of Hearing
Notice of Hearing	If a violation continues or if an owner does not respond to a Notice or the response is unsatisfactory the Board shall deliver to the owner a Notice of Hearing. The Notice shall contain the date, time and place of the hearing, the nature of the alleged violation and a statement that the member has the right to attend and address the Board at the hearing. The Notice shall be delivered by personal delivery or first class mail at least 10 days prior to the hearing date. Hearing will always occur at the monthly HOA meeting, the third Wednesday of each month at 7 p.m. at the clubhouse.
Hearing	On the date noted in the Notice of Hearing, the Board shall hold a hearing regarding the alleged violation. The hearing shall be held whether or not the owner attends. If requested by the owner, the Board shall meet in executive session and the owner and any representative of the owner shall be entitled to attend. In lieu of or in addition to attending the hearing, the Owner may submit such statements and documents as may be appropriate and the Board shall consider same.
Determination	If, following the hearing, the Board imposes a fine and/or other discipline, the Board must provide written notification of the and/or other discipline to the owner, by personal delivery or first class mail, within 15 days following the hearing. Fines imposed shall be due 30 days of the date of the notice of determination. Fines not paid within 15 days of the due date shall incur a late charge of \$25.
Further Action	If the violation continues after imposition of the fine or other discipline, or if the violation is repeated, the Board may notice another hearing. At such second or subsequent hearing, if the Board determines that the violation has been repeated or is continuing, the Board shall have the ability to impose an increased fine in accordance with the fine schedule and/or to impose a continuing monetary penalty, as reasonably determined by the Board without further hearing until such time as the violation ceases or has been corrected
Legal Action	Depending upon the nature and severity of the violation, or the response of the owner to Notices and/or hearings, or whether or not the owner has paid the fines and/or corrected the violation, the Board may refer the matter to legal counsel. The board may refer to a matter to association legal counsel and/or institute alternative dispute resolution or legal action at any time, whether or not any notices have been given or monetary penalties or other discipline imposed.