



GREEN SPRINGS PATIO HOMES Violation, Enforcement & Fine Policy

The following policy for violation notification, enforcement and imposition of fines has been developed by the Green Springs Patio Homes Board of Directors (the "Board") pursuant to Article VII, Section 1 of the By Laws of Green Springs Patio Homeowners Association, Inc.

Reporting Violations. Complaints regarding alleged violations may be reported by written complaint using the Green Springs Patio Homes Complaint Form. When an alleged violation is reported, the Board will investigate to confirm a violation exists prior to issuing any formal notice to the homeowner.

Procedure. Except with respect to the failure to pay Assessments, the Board will not impose a fine, suspend voting rights, or infringe upon or suspend any other rights of an Owner or other Occupant for violations of the Declaration, By Laws, or any rules and regulations of the Association, unless and until the following procedure is followed:

1. **Demand to Cease and Desist.** Written demand to cease and desist from an alleged violation will be served upon the Owner responsible for such violation via certified mail to the property address specifying:
 - a. The alleged violation;
 - b. The action required to abate the violation; and
 - c. A time period of not less than ten (10) days during which the violation may be abated without penalty, if such violation is a continuing one, or if the violation is not a continuing one, a statement that any further violation of the same provision of the Declaration, By Laws, or any rules and regulations of the Association may result in the imposition of future sanctions or a fine.
 - d. Instructions for the Owner to contact the Board or Management when the violation has been abated or corrected, as applicable.
2. **Notice of Imposition of Fine.** In the event the alleged violation is not abated or cured in a timely manner or has been repeated as contemplated by Section 1 above, written notice of a monetary fine or other penalty will be served upon the Owner responsible for such violation via certified mail to the property address specifying:
 - a. The alleged violation;
 - b. The date of the Cease and Desist letter and timeline for abatement contemplated therein;

- c. Notice of \$50.00 fine to be due and payable within seven (7) days as a result of the Owner's failure to cure or abate the violation, as well as notice that subsequent fines of \$5 per day will be assessed thereafter until the violation is corrected;
- d. Instructions for the Owner to contact the Board or Management when the violation has been abated or corrected; and
- e. Notice that all Owners have the right to request a hearing before the Board to contest a fine established pursuant to this Notice.

Please be advised that failure to pay fines as levied by this Policy can result in the attachment of a lien against the property in accordance with the Declaration or even suspension of the Owner's membership rights in the Association.