

**KPHOA Board Guidelines for Initiating a Fine for  
Unresolved Covenants Infractions**



1. Covenants Enforcement Committee (CEC) initiates first notice of “non-compliance” to resident either via email and/or notice on mailbox indicating when compliance must be met.
2. If resident fails to communicate with CEC to request assistance/extension by requested compliance date or fails to submit a plan to the CEC to meet compliance by requested date, the CEC will initiate procedures to request a fine by the KPHOA Board.
3. CEC will send to the KPHOA Board all pertinent information regarding the lack of compliance with the Covenants Guidelines to include a detailed description of in the infraction as well as any photos taken to show non-compliance.
4. KPHOA Board approves fine letter.
5. Fine Letter will be completed and sent via email AND regular mail by either the KPHOA Board President or the Vice President of Covenants. The CEC will update their spreadsheet to indicate the residence is in “fine status”.
6. A copy of the fine letter will be sent to the KPHOA Treasurer to ensure fine is paid as well as to track any additional fees assessed.
7. The KPHOA Secretary and VP of Security will be notified in order to suspend amenities and privileges of the homeowner until the fine is paid.
8. The CEC will continue to monitor the residence for compliance and update the findings to the board. Once compliance has been achieved and the KPHOA Board receives full payment for all fines/fees, then the homeowner’s amenity privileges will be reinstated.