

Board Meeting (via email), January 13, 2019

Board Members corresponding: Helen Tate, Rex Henry, Judy Carter, Nitin Kumar, John Weber

The Bylaws Committee provided (via email) Section E as an amendment to the Leasing Permit Policy Non-Compliance Procedures for the Board's review and approval. The Board unanimously voted to approve Section E. (A copy of Section E is included below.)

No other business was conducted, and the meeting was adjourned.

**THE PRESERVE AT MAYFIELD RANCH
LEASING PERMIT POLICY NON-COMPLIANCE PROCEDURES**

E. Owner who illegally leases his unit (without a valid leasing permit) will be considered in violation of the Leasing Permit Policy as per the following schedule:

1) NOTICE:

Upon the determination that an owner is illegally leasing his unit, the owner will be sent a notice that he is in violation of the Leasing Permit Policy. As of the date of the notice, the owner has 30 days to have his tenants vacate the unit.

2) VIOLATION NOTICE – OPPORTUNITY TO CURE:

After 30 days from the date of the notice, the owner will be sent a violation notice advising that he is in violation of the Leasing Permit Policy. Owner will be given 14 days to become compliant. Owner will also be notified that failure to be compliant will result in fines of \$1000 per month.

3) FINE NOTICE - \$1000:

After 14 days from the date of the violation notice, the owner will be sent a "citation" in the amount of \$1,000.

4) 2nd FINE NOTICE - \$1,000:

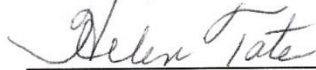
On the monthly anniversary of Step 3, above, a \$1,000 citation will be assessed to any owner who remains in violation. The \$1,000 monthly citation will continue to be assessed each calendar month for 12 months following the initial violation letter sent in Step 2, above.

5) LEGAL ACTION:

After 14 days from the date of Step 4, above, the non-compliant owner will be advised that the following actions will be taken:

- A) Legal action will be taken to collect the delinquent citations.
- B) Owner will have 30 days to remove the tenant from the unit.
- C) If owner does not remove the tenant after 30 days the Board will begin an eviction process.
- D) Owner will be responsible for all legal costs incurred.

Amended by the Board of Directors on January 13, 2019.



Helen Tate, President

Board of Directors, Preserve at Mayfield Ranch Homeowners Association