

Homeowners Association of Sisson Meadows, Inc.

Covenant Violation Operating Procedures

- I. Association manager and/or Board of Directors designee inspects the community on an approximate 15 day cycle and issues violation notices as needed. An outstanding violation report will be included in the monthly management report issued to the Board of Directors.
- II. For all violations: First-time violations, the owner will receive the standard "Friendly Reminder" violation letter with a request to correct the violation within 15 days. A "Second Notice" will be issued if violation is not cured within the first 15 days, allowing up to 15 additional days to cure the violation.
- III. For all continued violations: Owners will receive a "Final Notice". This notice will include language that the owner has violated some provision of the association documents and will identify what must be done to cure the violation within 14 days.
- IV. Continued violations after the 14 day "Final Notice" will be referred to the Association's Attorney of record for Legal Action.

Hereby Adopted by the Homeowners Association of Sisson Meadows, Inc.

Mary L. Echevarria President

Signed – Mary L. Echevarria, President

Date

9/20/2018