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# Lewiston Townhouse Condominium Association

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## VIOLATION FINE POLICY

To enforce compliance with the Association's Declarations, Bylaws and Rules of the Association, the Board of Directors with homeowner input has instituted a monetary fining practice. This practice is allowed by, and in accordance with the Colorado Common Interest Ownership Act (CCIOA) revised 2017. The practice insures that fines are levied in a fair manner and that violators will be provided the opportunity for due process. It is not the intent of this policy to serve as a revenue source for the Association. Any homeowner member within the association may note a violation and report in writing confidentially to the:

**Lewiston Townhouse Condominium Association, P.O. Box 3095, Estes Park, CO. 80517.**

### Policy

The Board of Directors or its agent will verify the owner of the violation. Tenants that violate the rules will be notified along with the owner of the unit. The notice may be sent in any of the following manners; in electronic form via e-mail, USPS mail, or posted on the unit or violating vehicle. The notice will describe the nature of the violation and be effective immediately upon posting or electronic receipt, and within 3 days if deposited in the USPS mail. If the violation is not corrected within the specified time, a fine is levied starting on the first day after the time period allotted for correction. Dispute of the violation from homeowners must be received in like manner of the notification, with written response within a 3-day period after notification, with their explanation of why a violation does not exist or extenuating circumstances that may apply to alleviate the violation. Disputes of violation will be considered and reviewed by the board of directors. A majority ruling of the board will cause the violation in dispute to either remain effective or be removed with explanation.

### Fee Schedule

The fee schedule for a violation is as follows:

1. An initial warning letter and a 10-day period for retribution/compliance before fees are assessed.
2. A first violation assessment of \$25.00
3. Secondary and subsequent violations are assessed at \$50.00 each.

The Association shall have the authority to take prompt action to collect any unpaid assessment (regular, special or violation) which remains unpaid for more than thirty days from the due date for payment. A written collection policy in the event of default in the payment of the fine assessment is attached and part of the rules and regulations of the Association. This collection policy includes the following: the unit owner shall be obligated to pay interest at the rate of 12% per annum on the amount of the assessment. All sums assessed but unpaid for within 90 days shall constitute the basis for a lien on the violating condominium unit as provided for in the Lewiston Townhouse Condominium Declaration. Legal or professional fees (including attorneys' fees and court costs) incurred in the collection of fees or placement of lien will be an additional cost payable by the unit owner.