

Rules & Regulations

Lakeside Green Condos

Revised: 2023



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Collecting Association Dues and Assessments (Condo Declaration: Article 5)

This policy outlines the guidelines and procedures for collecting association dues and assessments in accordance with the association's Declaration and Bylaws.

Assessment Obligation

- **Monthly Assessments:** All Unit Owners shall be obligated to pay the estimated assessments imposed by the Association to meet the Common Expense. Assessments for the estimated Common Expense shall be due monthly in advance on or before the first (1st) day of each month.
- **Late Charges:** Failure to pay the monthly assessment by the fifteenth (15th) day of each month shall result in the imposition and assessment of a late charge of Five Dollars (\$5.00).
- **Prorated Assessments:** Contribution for monthly assessments shall be prorated if the ownership of a Condominium Unit commences on a day other than the first (1st) day of the month.

Enforcement of Payment

- **Notice of Delinquency:** In the event of a delinquent payment, the Association will provide a notice of delinquency to the Unit Owner, specifying the outstanding amount, late charges, and a due date for payment.
- **Collection Actions:** If the assessment remains unpaid after the specified due date, the Association reserves the right to take appropriate collection actions in accordance with the Declaration and Bylaws. This may include, but is not limited to, the filing of liens, legal actions, or other remedies as allowed by law.

Collecting Fees to Enforce Rules and Regulations

- **Enforcement Costs:** All costs and expenses, including legal fees, incurred by the board to enforce community rules and regulations upon or against any owner shall be the sole and exclusive obligation of such owner.
- **Reimbursement Requirement:** The owner shall reimburse the Association for all costs, expenses, and fees incurred by the Association in enforcing community rules and regulations upon or against them, upon demand.

Communication

- The Association will communicate all assessment-related matters, including notices of delinquency and any collection actions, in writing to the Unit Owner's designated contact information.

Amendment of Policy

- This Collecting Association Dues and Assessments Policy is subject to change, and Unit Owners will be informed of any updates in writing.

Rental Guidelines

This Rental Policy outlines the guidelines and restrictions regarding leasing units within our community, in accordance with the association's Declaration and Bylaws.

Lease Duration

- No Unit Owner shall be permitted to lease their Unit for transient or hotel purposes, defined as a period less than thirty (30) days.
- Every permissible lease must be in writing and provide for a minimum lease duration of thirty (30) days.
- Condo Declaration: Article 2.9

Residency Requirement

- To maintain the residential character of our community and promote a sense of belonging, Unit Owners must reside on the property for a minimum of eighteen (18) consecutive months before they are eligible to lease their unit.
- Once the 18-month residency requirement is met, Unit Owners may seek permission from the Association to lease their unit, subject to the terms outlined in this policy.

Lease Terms and Obligations

- Every lease agreement must include a provision stipulating that the lessee shall be bound by and subject to all the obligations under the Declaration and Bylaws of the Unit Owner making such lease. Failure to comply with these obligations shall constitute a default under the lease agreement.
- Condo Declaration: Article 2.9

Association Approval

- Unit Owners must obtain written approval from the Association prior to leasing their unit. The request for leasing approval must be submitted to the Association in writing, along with the lease agreement, lessee information, and any other required documentation.

Enforcement and Penalties

- Any violation of this Rental Policy may result in fines, penalties, or other appropriate actions as determined by the Association, in accordance with the Association's Declaration and Bylaws.

Amendment of Rental Policy

- This Rental Policy is subject to change, and residents will be informed of any updates in writing.

Privacy Policy

Information We Collect

We may collect various types of personal information from residents, visitors, and other individuals associated with Lakeside Green. This information may include but is not limited to:

- **Contact Information:** Names, addresses, email addresses, phone numbers, and emergency contact details.
- **Resident Information:** Unit numbers, ownership status, and lease agreements where applicable.
- **Financial Information:** Payment information, billing records, and other financial details related to assessments, fees, or dues.
- **Communication Records:** Records of correspondence and communication with residents and other individuals.
- **Security Information:** Surveillance footage and access records for security and safety purposes.
- **Other Information:** Any other personal information voluntarily provided by individuals or collected for specific purposes with consent.

How We Use Your Information

We use your personal information for the following purposes:

- **Administration and Communication:** To manage and administer resident records, respond to inquiries, and communicate important updates, notices, and announcements related to the Lakeside Green community.
- **Financial Transactions:** To process payments, assess fees, and maintain financial records in accordance with association bylaws.
- **Security and Safety:** To enhance the security and safety of the community, residents, and common areas through access control and surveillance.
- **Legal and Compliance:** To comply with legal obligations, enforce our rules and regulations, and protect the rights and interests of Lakeside Green Condominium Association.

Disclosure of Your Information

We may disclose your personal information to third parties in the following circumstances:

- **Service Providers:** We may share information with third-party service providers, such as property management companies, security providers, and maintenance contractors, to assist in community operations and services.
- **Legal Requirements:** We may disclose your information when required by law, in response to a court order or legal process, or to protect our legal rights.

Data Security

- We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction. We have implemented physical, electronic, and administrative safeguards to secure your data.

Your Privacy Choices

- You have certain rights concerning your personal information, including the right to access, correct, update, or delete your information. To exercise these rights or inquire about your information, please contact the Association.

Changes to this Privacy Policy

- We may update this Privacy Policy occasionally to reflect changes in our practices or legal requirements. We will notify residents of any material changes by posting an updated version on our website or through other appropriate means.

Common Elements and Common Areas Policy

The Common Elements and Common Areas Policy outlines guidelines for the use, maintenance, and operation of the Common Elements and Common Areas, ensuring the safety, well-being, and harmonious living of all residents while adhering to the association's Declaration and Bylaws.

Use of Common Elements and Common Areas (Condo Declaration: Article 2.9)

- **Authorized Use:** Common Elements and Common Areas are intended for the use of Unit Owners, their agents, servants, tenants, family members, customers, invitees, and licensees. Use is permitted for access, ingress to and egress from respective Units, and for purposes incidental to the use of the Units.
- **Specific Use Areas:** Areas such as receiving rooms, clubhouse, storage space, swimming pool, and any other areas designated for specific use shall be used for the purpose approved by the Board.

Maintenance and Operations

- **Unobstructed Use:** Unit Owners shall not obstruct, damage, or unreasonably interfere with the use, maintenance, and operations of the Common Elements. These areas may be subject to lease, concession, or easement agreements presently in existence or entered into by the Board in the future.

Storage in Common Elements

- **Prior Consent Required:** Nothing shall be stored in the Common Elements without the prior consent of the Board. The exception is storage areas or as otherwise expressly provided in the Declaration and Bylaws.

Insurance and Safety

- **Insurance Impact:** Unit Owners shall not do or keep anything in their Unit or the Common Elements that will increase the rate of insurance for the Property without the prior written consent of the Board. This includes activities or items that may result in the cancellation of insurance on any Unit or part of the Common Elements or that would violate any law.

Waste and Alterations

- **Waste:** No waste shall be committed or discarded in or on the Common Elements.
- **Alterations:** Except as expressly provided in the Declaration and Bylaws, nothing shall be altered, constructed, or removed from the Common Elements without the prior written consent of the Board.

Temporary Structures

- **General Prohibition:** No structure of a temporary character, trailer, tent, shack, garage, barn, or other outbuildings shall be permitted on the Property at any time, whether temporarily or permanently, except with the prior written consent of the Board.
- **Exceptions:** Temporary structures may be erected for use in connection with the repair or rebuilding of the Buildings or any portion thereof, subject to Board approval.

Amendment of Policy

- This Common Elements and Common Areas Policy is subject to change, and residents will be informed of any updates in writing.

Parking Policy

This Parking Policy outlines the guidelines and procedures for parking within our community, while ensuring compliance with the association's Declaration and Bylaws.

Parking Spaces (Condo Declaration: Article 2.9)

- **Designated Parking Spaces:** Unit Owners and residents shall park, store, or keep any vehicle only within the parking space designated for their respective unit.
- **Inoperable Vehicles:** Inoperable vehicles shall not be stored in a parking space or within the Common Elements in general.
- **Clubhouse Parking Spaces:** The open parking spaces adjacent to the clubhouse are designated for Association-related purposes, including mail retrieval, rideshare pick-up and drop-off, and food deliveries. Overnight and weekend parking in this area is strictly prohibited.

Vehicle Restrictions (Condo Declaration: Article 2.9)

- **Prohibited Vehicles:** No Unit Owner shall park, store, or keep within or adjoining the Property any large commercial-type vehicle (dump truck, cement mixer truck, oil or gas truck, delivery truck, and any other vehicle equipment, mobile or otherwise, deemed to be a nuisance by the board) or any recreational vehicle (camper unit, motor home, truck, trailer, boat, mobile home, or other similar vehicle deemed to be a nuisance by the Board).
- **Major Repairs:** Unit Owners shall not conduct major repairs or major restorations of any motor vehicle, boat, trailer, aircraft, or other vehicle upon any portion of the Common Elements. Parking spaces shall be used for parking purposes only.

Operation of Motorcycles and Similar Vehicles (Condo Declaration: Article 2.9)

- **Operating Restrictions:** Motorcycles, motorbikes, motor scooters, or other similar vehicles shall not be operated within the Property except for the purpose of transportation directly from a parking space to a point outside the Property or from a point outside the Property directly to a parking space.

License Plate Information

- **Submission Requirement:** All Unit Owners and residents are required to submit the license plate information of their vehicles to the Association, whether the vehicle is in their designated parking space or anywhere else on the property.

Vehicle Registration

- **Current Registration:** All vehicles parked on the property must have their vehicle registration in a current status.
- **Grace Period:** A grace period of ninety (90) days is provided for vehicles with expired registration tags. During this period, Unit Owners and residents are expected to renew their vehicle registrations promptly.

Enforcement and Penalties

- Non-compliance with this Parking Policy may result in fines, towing of vehicles at the owner's expense, or other appropriate actions as determined by the Association, in accordance with the Association's Declaration and Bylaws.

Amendment of Policy

- This Parking Policy is subject to change, and residents will be informed of any updates in writing.

Pool Area Rules and Policies

Our swimming pool, pool deck, pool restroom, and clubhouse are common amenities provided for the enjoyment of all residents. To ensure the safety, cleanliness, and harmonious use of these facilities, the following rules and policies have been established. Please respect these guidelines while enjoying these shared spaces.

Swimming Pool and Pool Deck Rules

- **Pool Hours:** The swimming pool and pool deck are open 24 hours, unless otherwise notified.
- **Quiet Hours:** Quiet hours for the pool area begin at 10:00 PM and end at 10:00 AM. During these hours, please keep noise to a minimum to respect the tranquility of the community.
- **Guests:** Residents are responsible for their guests. Each Unit Owner may have up to four guests at the pool area. Guests must be accompanied by a resident at all times.
- **Children:** Children under the age of 13 must be supervised by an adult at all times.
- **Glass Containers:** Glass containers are strictly prohibited in the pool area to ensure safety.
- **Food and Beverages:** Enjoy your meals and refreshments in the designated areas. Please clean up after yourself and dispose of trash properly.
- **Pets:** Pets are not allowed in the swimming pool or on the pool deck.
- **No Running or Diving:** Running and diving are not allowed in the pool area for safety reasons.
- **Pool Furniture:** Please do not move pool furniture from its designated location.

Pool Restroom Rules

- **Use of Restrooms:** The pool restroom is provided for the convenience of residents and their guests using the pool area. Please use it responsibly.
- **Cleanliness:** Help us maintain a clean environment by disposing of trash in the provided receptacles.
- **Report Issues:** If you encounter any issues with the restroom facilities, please promptly report them to the Association

General Policies

- **Pool Safety:** Always follow posted pool rules and safety guidelines. Lifeguards are not provided; swim at your own risk.
- **Emergency Procedures:** Familiarize yourself with emergency procedures and locations of emergency equipment.
- **Compliance:** Failure to comply with these rules and policies may result in loss of privileges and/or fines, as determined by the Association.

Amendment of Rules and Policies

- These Pool Area Rules and Policies are subject to change. Residents will be informed of any updates in writing.

General & Limited Common Area Rules

General Rules (Condo Declaration: Article 2.9)

- **Waste Disposal:** No rubbish, trash, garbage, or other waste material shall be kept or permitted upon any Unit or the Common Elements except in the dumpster area.
- **Exterior Fires:** There shall be no exterior fires whatsoever except barbecue fires contained within receptacles designed in such a manner that no fire hazard is created.
- **Outdoor Cooking Fires:** Outside grills, including gas grills, are prohibited within 10 feet of any building or enclosure.
- **Drying and Airing:** No clothing or household fabrics shall be hung, dried, or aired in such a way in the Property as to be visible to other Property.
- **Landscape Waste:** No lumber, grass, shrub or tree clippings, plant waste, metals, bulk material, scrap, refuse, or trash shall be kept, stored, or allowed to accumulate on any portion of the Property except within an enclosed structure or if appropriately screened from view.
- **Landscaping and Fencing:** Except within individual Units, no planting, transplanting, or gardening shall be done, and no fences, hedges, or walls shall be erected or maintained upon the Property, except as approved by the Board.
- **Noxious or Offensive Activities:** No noxious or offensive activity shall be carried on, in, or upon the Common Elements, nor shall anything be done therein which may be or become an unreasonable annoyance or a nuisance to any other Unit Owner. No loud noises or noxious odors shall be permitted on the Property. The Board has the right to determine if any such noise, odor, or activity constitutes a nuisance.
- **Prohibited Equipment:** Without limiting the generality of the foregoing provisions, the following equipment and activities are prohibited on the Property: a. Exterior speakers, horns, whistles, bells, or other sound devices (other than security devices used exclusively for security purposes). b. Noisy or smoky vehicles. c. Large power equipment or large power tools. d. Unlicensed off-road motor vehicles. e. Items that may unreasonably interfere with television or radio reception of any Unit Owner.

Restricted Items in Common Areas

- **Solar Energy Devices:** Solar energy devices are not permitted in the General Common Areas or Limited Common Areas, including patio and balcony areas.
- **Flags and Flagpoles:** Flags and flagpoles are not allowed in the General Common Areas or Limited Common Areas.
- **Rain Barrels and Rain Harvesting Systems:** The installation of rain barrels and rain harvesting systems is prohibited in the General Common Areas or Limited Common Areas.
- **Standby Electric Generators:** Standby electric generators are not permitted in the General Common Areas or Limited Common Areas.
- **Window Air Conditioning Units:** Window air conditioning units are not permitted in the General Common Areas or Limited Common Areas.
- **Satellite Dishes & Antennas:** Satellite dishes and antennas must adhere to the following guidelines:
 - Not more than one satellite dish may be installed within the development for each unit.

- No satellite dish that exceeds 39 inches in diameter shall be permitted.
- No antenna of any kind shall be permitted or installed on the exterior of any Unit or building, shall protrude from a wall or out of any window, or shall be installed on the roof of any building.
- **Religious & Holiday Items:** The following rules apply to the display of religious and holiday items:
 - a. One or more religious items are permitted on the Unit's entry door or door frame and may not extend past the outer edge of the door frame.
 - b. Religious items may not exceed 25 square inches.
 - c. Seasonal religious and holiday items may be displayed no more than 60 days before and 30 days after the seasonal holiday.
- **Display of Signs:** No sign of any kind shall be displayed to the public view on or from any Unit or Common Elements without the prior written consent of the Board or the written consent of the Managing Agent acting in accord with the Board's direction.

General Pet Guidelines (Condo Declaration: Article 2.9)

- **Types of Pets:** In accordance with the association bylaws, residents may keep dogs, cats, fish, birds, and other household pets, subject to the rules and regulations established by the Association.
- **Breed Restriction:** Breed restrictions may be evaluated on a case-by-case basis by the Association, considering the individual dog's behavior and temperament rather than solely relying on breed stereotypes.
- **Pet Registration:** All residents must register their pets with the City of Houston per city regulations. This includes providing proof of updated vaccinations as required by the City of Houston. Proof of registration and vaccination records must be submitted to the Association upon request.
- **Pet Limits:** As per the association Declaration and Bylaws, residents may keep up to two (2) pets per household unless otherwise determined by the Association on a case-by-case basis. The Association reserves the right to limit the size of household pets if necessary.

Responsibilities of Pet Owners

- **Nuisance Control:** It is the responsibility of pet owners to ensure that their pets do not constitute a nuisance to other residents. This includes controlling excessive noise and preventing any damage to the property or common elements.
- **Leash Requirement:** When outside the unit, all pets must be on a leash and controlled by a person capable of managing the animal. Pets must also be kept within an enclosure or enclosed patio if applicable.
- **Pet Waste Cleanup:** Pet owners must promptly clean up after their pets, especially in common areas. Waste should be properly disposed of in designated receptacles.
- **Escaped Pets:** If a pet belonging to a resident is found unattended outside the enclosure or off-leash, the Association or its designated representative may take action to secure the pet to ensure its safety and the community's safety.
- **Liability:** Pet owners are liable for any unreasonable noise or damage caused by their pets to other residents, their property, or the common elements. This includes financial responsibility for any damages incurred.

Non-Compliance

- Failure to comply with this pet policy may result in fines, warnings, or other appropriate actions as determined by the Association, per the Association's Declaration & Bylaws.

Amendment of Policy

- This Pet Policy is subject to change, and residents will be informed of any updates in writing.

Rights & Obligations of Ownership (Condo Declaration: Article 3)

Residential Use

- Each condominium unit shall be used and occupied as a residential dwelling by the owner, their family, social guests, or tenants. This policy emphasizes the residential nature of our community.

Owner Maintenance

- Unit owners are responsible for maintaining and repairing the following:
 - Interior of their unit
 - Patio and/or balcony space
 - Carport
 - Storage space, including fixtures
- Owners are also responsible for maintaining and repairing fixtures and equipment within their unit from the point where utility lines, pipes, wires, conduits, or systems enter the unit. Additionally, owners shall replace broken or cracked glass in windows and doors. Heating and cooling systems within each unit are the owner's responsibility.

Alterations

- Unit owners are not allowed to perform any work that may:
 - Compromise the structural soundness and integrity of the building.
 - Impair any easement or hereditament.
 - Alter, modify, add to, or perform any work on any of the Common Elements, Limited or General, without the Association's prior written consent and approval.
- For any alterations or modifications, owners must submit complete plans and specifications detailing the proposed work's nature, kind, shape, size, materials, color, and location to the Association. The Board will respond within thirty (30) days after receiving the notice of proposed alterations. Failure to respond within this timeframe signifies no objection to the proposed alteration or modification.

Ownership Restrictions

- Owners do not own the unfinished surfaces of the perimeter walls, floors, ceilings, and roofs surrounding their unit. Similarly, owners do not own utilities running through their unit that serve more than one (1) unit, except as tenants in common with other owners. However, owners are responsible for owning and maintaining the inner, finished surfaces of perimeter and interior walls, floors, ceilings, doors, windows, and finishing materials such as paint and wallpaper.

Security Camera Usage Policy

This policy applies to all homeowners and residents within the condominium complex who wish to install and use security cameras.

Camera Installation

- Homeowners and residents must obtain written approval from the Condominium Association prior to installing any security cameras within the condominium complex.
- All cameras must be installed in a manner that does not infringe upon common areas, neighboring properties, or other homeowners' privacy.
- Cameras must not obstruct walkways, driveways, or other common areas.

Camera Placement

- Cameras should be positioned to capture the exterior of the homeowner's or resident's property. They should not capture views of neighboring property, common areas, or any area where a reasonable expectation of privacy exists.
- Cameras must not be aimed at windows or entryways of neighboring units.

Camera Recording and Storage

- Recordings should be for security purposes only and not for any illegal or unauthorized activity.
- All camera recordings should be stored securely and accessed only by the homeowner or resident responsible for the camera.

Notification

- Homeowners and residents who install security cameras must post visible signs indicating the presence of cameras.
- Signs should include contact information for the homeowner or resident responsible for the cameras.

Privacy Considerations

- Homeowners and residents are prohibited from using security cameras in a manner that violates the privacy rights of others.
- Recording audio without consent is strictly prohibited.

Access to Recordings

- Homeowners and residents are responsible for providing access to their camera footage to law enforcement if requested as part of a legitimate investigation.

- Access to camera footage should be provided to the Condominium Association in cases involving potential violations of the condominium's rules and regulations.

Maintenance and Compliance

- Homeowners and residents are responsible for the regular maintenance and functioning of their security cameras.
- Failure to comply with this policy may result in penalties, including fines and removing non-compliant cameras.

Changes to the Policy

- The Association reserves the right to amend this policy as necessary. Homeowners and residents will be notified of any changes in writing.

Fine and Penalty Schedule

Collecting Association Dues and Assessments

- Late Payment (after the 15th of the month): Fine of \$5.00 per month until the outstanding amount is paid.

Rental Guidelines

- Violation of Lease Duration (leasing for less than 30 days): Fine of \$250.00 per month for each violation until the violation is resolved.
- Failure to meet the 18-month residency requirement before leasing: Fine of \$500.00 for each month until the residency requirement is met.
- Failure to include the required provision in lease agreements: Fine of \$100.00 per month for each violation until the violation is resolved.
- Failure to obtain written approval from the Association for leasing: Fine of \$500.00 for each violation.

Privacy Policy

- Unauthorized sharing of personal information: Fine of \$500.00 for each violation.

Common Elements and Common Areas Policy:

- Obstructing or damaging common elements: Fine of \$200.00 for each violation.
- Unauthorized storage in common elements: Fine of \$50.00 for each violation.
- Unauthorized waste disposal in common elements: Fine of \$50.00 for each violation.
- Unapproved alterations to common elements: Fine of \$300.00 for each violation.
- Violation of temporary structure rules: Fine of \$250.00 for each violation.

Parking Policy

- Parking in non-designated areas: Fine of \$50.00 for each violation.
- Storing inoperable vehicles in parking spaces: Fine of \$100.00 for each violation.
- Parking in clubhouse area overnight or on weekends: Fine of \$75.00 per incident.
- Parking prohibited vehicles or conducting major repairs: Fine of \$200.00 for each violation.
- Violation of motorcycle operating restrictions: Fine of \$50.00 for each violation.
- Failure to submit license plate information: Fine of \$25.00 for each violation.
- Expired registration tags exceeding the grace period: Fine of \$50.00 for each violation.

Pool Area Rules and Policies

- Violation of pool rules: Fine of \$50.00 for each violation.
- Excessive noise during quiet hours: Fine of \$25.00 per incident.
- Violating guest limits at the pool area: Fine of \$25.00 per guest exceeding the limit.
- Pets in pool area: Fine of \$100.00 per pet.
- Glass containers in pool area: Fine of \$50.00 for each container.

- Running or diving in the pool area: Fine of \$50.00 for each violation.
- Moving pool furniture: Fine of \$25.00 per incident.
- Failure to clean up after oneself: Fine of \$25.00 per incident.

General & Limited Common Area Rules

- Violation of waste disposal rules: Fine of \$50.00 for each violation.
- Unauthorized exterior fires: Fine of \$100.00 for each incident.
- Violating outdoor cooking fire rules: Fine of \$75.00 for each incident.
- Violating drying and airing rules: Fine of \$50.00 for each violation.
- Unauthorized landscaping, planting, or fencing: Fine of \$200.00 for each violation.
- Creating noxious or offensive activities: Fine of \$150.00 for each violation.
- Prohibited equipment usage: Fine of \$100.00 for each violation.

Pet Policy

- Failure to register pets with the City of Houston: Fine of \$50.00 for each violation.
- Exceeding the pet limit: Fine of \$100.00 for each pet exceeding the limit.
- Failure to control excessive noise or damage by pets: Fine of \$75.00 for each violation.
- Off-leash pets outside the unit: Fine of \$50.00 for each incident.
- Liability for damages caused by pets: Fine equivalent to the cost of repairs.
- Non-compliance with pet policy: Fine of \$100.00 for each violation.

Rights & Obligations of Ownership

- Non-compliance with residential use policy: Fine of \$100.00 for each violation.
- Failure to maintain or repair owner responsibilities: Fine equivalent to the cost of repairs.
- Unauthorized alterations: Fine of \$200.00 for each violation.

Grade Period

A grace period of 90 days shall be granted to homeowners from the date of the initial notice of non-compliance or violation.

Notice of Non-Compliance or Violation:

- The homeowners will receive a written notice detailing the specific non-compliance or violation of property rules, regulations, or standards.
- The notice shall provide a clear description of the issue, the relevant rules or regulations, and a deadline for compliance.
- The notice will also include information on the 90-day grace period during which no fines or penalties will be imposed.

Grace Period Rules

During the 90-day grace period, the following rules shall apply:

- **Communication:** Homeowners are encouraged to communicate with the management company to discuss their plan for compliance or request clarification on the issue.
- **Correction Plan:** Homeowners are expected to create and submit a plan outlining how they intend to rectify the non-compliance or violation within the 90-day period. The plan should be submitted within 30 days of receiving the initial notice.
- **Progress Updates:** Homeowners may be required to provide periodic updates on the progress of their correction plan upon request from the board.
- **Extension Requests:** In exceptional circumstances that may prevent homeowners from achieving compliance within the initial 90-day period, they may request an extension with valid reasons. Extensions shall be granted at the discretion of the board.
- **Regular Inspections:** The HOA management company may conduct periodic inspections to assess progress during the grace period. These inspections are for monitoring purposes and do not result in fines.

Penalties

Penalties, such as fines, will only be imposed after the expiration of the 90-day grace period if the homeowner fails to achieve compliance, communicate, or follow the correction plan. The penalties shall be determined in accordance with local laws and regulations.

- **Appeal Process:** Homeowners may have the right to appeal any penalties or decisions to the board.
- **Documentation:** It is the responsibility of homeowners to keep all correspondence, documents, and records related to the notice, correction plan, and compliance efforts during the grace period.