

MOUNTAIN VIEW COMMUNITY ASSOCIATION
RULES ENFORCEMENT POLICY

The following procedures will apply to all violations and infractions of the governing documents and rules and regulations. Owners may report violations to the management company or the Board of Directors by submitting a written notice describing the violation. (You may use the Rules Violation Report). The Board of Directors, management company, or committee appointed by the Board may also note any violations discovered during walkthroughs, or by personal knowledge of any of its members or representatives. At the time a violation is noted or reported, action will be taken as follows:

1. A first notice to correct the violation will be sent by the management company. The notice will contain a description of the violation, and instructions regarding response to the notice and correction of the violation.
2. If the violation continues, or if the response is otherwise unsatisfactory, a second notice to correct the violation will be sent by the management company. In the second notice, the owner will be notified that a fine may be imposed if the violation is not corrected.
3. If the violation continues, or if the response is otherwise unsatisfactory after the second notice, the owner will receive a notice of monetary penalty, and be afforded an opportunity to appear before the Board or an appointed committee, either by appearing personally or by submitting written testimony. The hearing date shall be at least five (5) days before the effective date of the monetary penalty. The notice shall be delivered to the owner personally or by first class or registered mail to the last address of the owner shown on the Association's records. The Board or committee shall give fair consideration to the owner's oral or written testimony in determining whether to impose a penalty.
4. If the violation continues, or if the response is otherwise unsatisfactory, even after imposition of a monetary penalty, the Board or its appointed committee may impose additional or continuing fines until such time as the matter is satisfactorily resolved.
5. If the violation continues, the Board may refer the matter to the Association's legal counsel. If a lawsuit is filed, the homeowner may be liable for the Association's legal costs and fees.

FINE SCHEDULE

Any violation of the CC&R's, Bylaws and Rules & Regulations (excluding architectural submittals)	1 st fine-\$50.00
	2 nd fine-\$100.00
	3 rd fine-\$150.00
	4 th fine-\$200.00
	Next step send to the Association's Legal Counsel
Architectural Submittals-non compliance	1 st Send a cease & desist letter-7 days to comply
	2 nd Invite to a hearing, fine \$250.00
	3 rd Send to the Association's Legal Counsel

Fines shall be in addition to an assessment levied to reimburse the Association for expenses and costs. Fines for continuing or repeated violations may be increased in increments of double the amount of the original fine at the discretion of the Board. Four (4) or more violations assessed to a single lot/unit in any twelve (12) month period may result in an additional fine of up to \$100.00 at the discretion of the Board of Directors.

Approved by the Board of Directors on March 24, 2010.