

## **The Mansions: Enforcement and Fine Policy- Updated March 24, 2021**

(The Mansions of Spartan Trace Condominium Association) has, in accordance with its Act of Dedication of Servitudes, Privileges, and Restrictions, by resolution has adopted a Covenants/Restrictions Violation Enforcement Process.

The process that will be followed by The Association's Board of Directors and its Management Agent for The Association regarding the enforcement of its Act of Dedication of Servitudes, Privileges, and Restrictions is described below:

**Step 1 – 1<sup>st</sup> Violation Letter** - Upon the observation of a covenant/restriction violation, the Management Agent for "Association" will issue a 1<sup>st</sup> violation letter (Friendly Reminder) explaining the violation of the covenants and restrictions. The resident will have 15 days from the date the letter was issued, to correct the violation.

**Step 2 – 2<sup>nd</sup> Violation Letter** - 2<sup>nd</sup> violation letter is written when a violation is not corrected in the prescribed 15 days stated in the 1<sup>st</sup> violation letter. The resident has another 15 days (from the date the letter was issued) to correct the violation but is warned in this letter that the Board of Directors reserves the right to take further action such as fining the resident for the violation.

**Step 3 – 1<sup>st</sup> Fine Letter** - A Final Letter (fine letter) is written when a violation has not been corrected after a 1<sup>st</sup> and 2<sup>nd</sup> letter have been sent out. This letter will inform the homeowner of the fine due as a result of the violation pursuant to the fine schedule established by the Board of Directors. In addition, the letter will inform the homeowner that additional fines pursuant to the schedule established by the Board of Directors will be imposed if the violation is not corrected in 15 days (from the date the letter was issued).

**Step 4 - Further Fine Letters** - Subsequent fine letters will be issued for the same violation every 2 weeks.

### **Violation Timing**

If a violation is corrected but that same violation occurs again within a 3 month period, the timing of the fine process will resume where it left off.

Example – A boat is parked in a driveway on January 1<sup>st</sup>, and a first violation letter is sent to the resident. The boat is not removed in the 15 day correction period, so a second violation letter is sent. The boat is removed on January 25<sup>th</sup>, but reappears in the driveway on March 15<sup>th</sup>, the next letter would be the third violation letter.

### **Fine Schedule**

1<sup>st</sup> fine letter \$100  
2<sup>nd</sup> fine letter \$200  
3<sup>rd</sup> fine letter \$400

Subsequent fine letters and fines will be handled on an individual basis.

**The Board of the Directors retains the right to imposed significant and substantial fines for uncorrectable violations.**