

## Policy of Violation Procedures

It is the policy of the Executive Board to enter into one contract with one management company to have one or more Community Manager(s) act as its agent(s) in identifying matters of non-compliance to the Declaration and/or Rules and Regulations and if authorized by any of those documents, immediately implement corrective action. The selection of a new management company may be made unanimously at any time by the current elected board.

### II. Scope

Community Manager's authority in addressing all matters of non-compliance with rules/regulations on a three-strike basis.

### III. Purpose of Policy

To state the Board's policy on these three-strike violations.

### IV. Ownership of Policy

1. Prime Responsibility: Board President
2. Other Responsibility: All Board Members

### V. Other

1. The Board authorizes the one or more Community Manager(s) to act as either the agent in identifying or relaying current violations of non-compliance to the community's rules and regulations as noted by documents with current dates/times at bottom of each page.
2. Upon noticing a violation consisting one or more of the below violation or being informed of such, the Community Manager(s) will notify the non-compliant member in the following order.
  1. Initial Strike One Letter: A violation letter and/or email will be immediately sent to the non-compliant member detailing the issue and corresponding rule or regulation for reference. This letter or e-mail allows 10 business days for correction or response.
  2. Follow-up Inspection one of the elected Board Members: Completed after the above window to confirm compliance. If found still to be noncompliant, Community Manager will proceed with Strike Two contact.
  3. Fineable Action Letter: A second Strike Two violation letter or e-mail is sent detailing the violation or issue and corresponding rule or regulation for reference. This letter includes a 10-business day window for correction and states a Board-Approved fine that occurs.
  4. Association Action: Upon non-compliance following both above Strike One and Two notice(s), the Community Manager will seek Strike Three Board Approval for Association action on the non-compliant issue for correction and assessment of cost to the homeowners' account.
  5. Legal Action: If above all measures have been taken and/or cannot be corrected by Association action; Community Manager will seek Board Approval for submission of full procedure and non-compliant issues to the Association attorney at homeowner cost.
3. If the Community Rules and Regulations state that a violation warning is imposed for such non-compliance relative to the Strike Outs, the Community Manager(s) or Board will issue the appropriate warnings to the member. The Community Manager(s) will do so based upon the implicit authority that he/she has been granted by the Board. Board No authority is required when Strike Three Fine is imposed.
4. All Strike One, Two and Three non-compliance to the rules and regulations should be addressed via the documented means. If they are not to be addressed via the documented means, the documented means should be revised.
5. If the non-compliant matter is identified by a Board Member, that member should notify the Community Manager to request that appropriate action be taken. All Board Members are to be notified of this notification.

### VI. Exceptions

1. The Board has the authority to instruct the Community Manager(s) to accelerate and/or implement any of the above Strike One and Two violation(s) processes dependent upon the severity or urgency of the non-compliant issue.