

Orchard Villa Townhomes Homeowners Association
Policy Resolution # 2
Rules Enforcement

WHEREAS Article III Section 1 of the Bylaws and Article IV of the Articles of Incorporation grant the Board of Trustees with the power to conduct Association business and, to protect the community by providing guidelines and a process to address violations of the governing documents,

LET IT BE RESOLVED THAT the following rules enforcement process will be followed:

1. The Board of Trustees (or Property Manager) is authorized to enforce the Rules as outlined in the Rules and Regulations.
2. Rules violations are to be reported to the Board of Trustees (or Property Manager) in writing and signed by the complainant. The complaint will be investigated as soon as possible.
3. (a) If the report of violation has merit, written notice will be sent to the Owner of the unit alleged to be in non-compliance. The first notice of the violation will be regarded as a warning, unless otherwise stipulated in the Association Rules.
(b) If the violation is not cleared within 7 days (or the time period allowed by notice if longer) or is repeated a second time within 30 days, a second notice will be sent by registered mail, and a fine may be levied against the Owner in accordance with the Schedule of Fines Policy until the violation is cleared.
4. **Appeal Process** Any Owner receiving a Rules Violation Notice, who believes no violation occurred, may submit a written explanation to the Board of Trustees (or Property Manager). The owner will be given an opportunity for a hearing and no enforcement fee will be imposed until after the hearing.
5. All fines are subject to the Collection Policy if unpaid.

Recorded in the Book of Minutes: _____, 2008

Signed: _____, 2008

President - Board of Trustees