

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the enforcement procedure be as follows:

1. **The CC&R's NOTIFIACATION LEAD PERSON** will conduct periodic reviews of the Association Lots and send non-compliance notices to property owners who are in violation of the rules and regulations (CC&R's and other rules adopted for clarification).

NOTIFICATION PHASE

New residents or first time offenders will be sent a Courtesy Letter preceding the formal second notice.

STEP 1 COURTESY NOTICE:

A COURTESY LETTER will be sent to a homeowner in violation of the CC&R's. The notice will advise the owner of the problem and seek their cooperation. The notice will not be of a threatening nature, but will seek cooperation in rectifying the violation within 28 days.

STEP 2 SECOND NOTICE:

The second notice of non-compliance will give the homeowner 14 days to come within compliance of the CC&R's. The letter will include notification to the homeowner of all possible penalties, including liability for all attorney fees and the cost incurred. The letter will advise the homeowner of the steps which will be taken if compliance is not met. This letter will quote the sections or specific rules of which the resident is in violation and the next enforcement step.

STEP 3 ATTORNEY LETTER:

If the homeowner is still not swayed by the importance of penalties, and possible determination to declared the homeowner not in good standing with HPMA. The next step is to have counsel write a letter notifying the homeowner they have 10 days, to comply with CC&R's or HPMA, will take action to enter the property or take other similar actions to correct the violation.

HOMEOWNER NOT IN GOOD STANDING NOTIFICATION PROCESS:

Homeowners who have received and Attorney Letter, for failure to comply with the CC&R's are determined not to be in good standing with HPMA and a separate notification process is applied.

STEP 1 FORMAL NOTICE:

Formal notice of non-compliance will be mailed to homeowner. The letter will quote the sections or specific rules of which the homeowner is in violation. The homeowner is given 14 days to comply with the CC&R's. The letter will advise the homeowner of the steps which will be taken if compliance is not met. This letter will quote the sections or specific rules of which the resident is in violation and the next steps.

STEP 2 SECOND NOTICE:

A second letter will be mailed from HPMA reminding the homeowner of CC&R requirements and their non-compliance. The homeowner is advised they have an additional 14 days to comply. The letter will include notification to the owner of all possible penalties, including liability for all attorney fees and costs incurred.

STEP 3 ATTORNEY LETTER:

If the homeowner is still not swayed by the imposition of penalties the next step is to have counsel write a letter notifying the homeowner they have 10 days to comply with CC&R's, or HMPA will take action to enter the property or take other similar actions to correct the violation.

Once a homeowner determined not to be on good standing, has remained violation clear for an 18 month period, the issue will be considered closed and they will revert to a homeowner in good standing.