

Non-Compliance Policy and Procedures

The Non-Compliance Procedures used by the Cedar Ridge Homeowner's Association Board of Directors follows a standard, uniform notification to homeowners that are not in compliance with the Cedar Ridge Homeowner's Association Covenants, Conditions and Restrictions (CC&R's) or the By-Laws. The policies will be applied equally to all homeowners. The Board will not discuss the specifics regarding a complaint with any homeowner.

If a homeowner is out of compliance, as recognized by the Board, and in need of correction, the following steps should be taken:

Acknowledgement of Non-Compliance:

Upon notification of a possible non-compliance issue presented at a Board meeting through a letter received by the Board from a homeowner, through a homeowner notification at a meeting, or by personal observation Board member(s) will visit the property referred to in the non-compliance notification and report their findings to the Board in Executive Session. The Board will vote on any course of action in open meeting and actions will be recorded in the minutes.

Non-Compliance Actions Taken:

Enforcement may take four steps to complete. The process may be suspended at any stage by compliance by the homeowner, or by agreement of the Board.

Preliminary Contact:

Board member will attempt to contact homeowner to discuss compliance. A follow-up letter to confirm contact/no contact and any discussions or immediate resolution will be sent to homeowner. Copy of letter sent to be placed in homeowner file and recorded on non-compliance worksheet for record keeping.

First Written Notice:

The first notice of violation will be a letter containing the following:

- Date of Notice
- Violation(s) including section of the CC&R's and By-Laws
- Request the homeowner to notify the Board (contact information on the letter) with a plan of action to correct non-compliance issue within 15 days of receipt of the letter.
- Letter to further state the homeowner will have 30 days overall to correct the issues contained in the letter.

The first notice will be mailed by the Secretary and noted on the Non-Compliance Worksheet for record keeping.

Second Written Notice:

If the Board has not been notified with a plan of action by the homeowner or the non-compliance issue has not been corrected and 30 days have passed from date of first notice, the second notice will be initiated.

The second notice of violation will be a letter containing the following:

- Date of Second Notice
- Violation(s) including section of the CCR's and By-laws
- Date(s) of previous notifications/contact
- Responses to previous notifications, if any
- Request the Homeowner to contact the Board (contact information on the letter) with a plan of action to correct non-compliance issue. Homeowner will have fifteen days to contact the Board or final notice sent.
- Statement that the Board reserves the right to correct the non-compliance at the expense of the homeowner per the CCR's with the section included.

Second notice will be delivered by Certified mail with return receipt signature required and by regular mail simultaneously. The Secretary will send out the letter and the information forwarded to the Board member recording the information on the Non-Compliance Worksheet for record keeping.

Third and Final Written Notice:

When the homeowner has ignored all notifications, letters and the corrections have not been made, Board members will discuss course of action for the third notice in Executive Session. Course of action will be voted on in open meeting and will be recorded in the minutes.

- Date of third notice
- Dates of previous notification and responses, if any
- Request homeowner to immediately contact the Board to resolve non-compliance issue
- Detailed list of costs proposed by the Board to have corrections made including cost of lien and associated expenses.
- Notification that without payment of costs associated with the corrections made by the Board or its agent(s) within 15 days of the completed corrections, a lien will be placed on the property. Said lien will be removed once the homeowner pays the fees and fines associated with that lien.

Third notice will be delivered by Certified mail with return receipt signature required and by regular mail simultaneously. The Secretary will send out the letter and the information forwarded to the Board member recording the information on the Non-Compliance Worksheet for record keeping.

If at any point in the notification process, the homeowner complies, the process shall be concluded.

The Board may grant a 6-month extension (or longer if necessary) to complete non-compliance issues of a large nature.

Copies of all non-compliance letters shall be placed in the homeowner's file.