

## North Carroll Farms HOA Violation Schedule

Section 7, Article 4, states the HOA is permitted to enact a violation schedule to assist in enforcement of property and by-law violations that affect the value of members' homes and the overall well being of the community. In addition, the residents of North Carroll Farms should have a transparent view into the violations process and how it affects them. To these ends the following violation schedule will serve as a framework for addressing these issues.

**Procedure:**

- Complaint is received by the HOA.
- Complaint is sent to architectural committee chair for investigation for appropriate action.
- Should the complaint be verified the process will be as follows:

<b>Day 1 (Phase 1)</b>	Architectural chair will send official letter to homeowner of violation and possible solutions.
<b>Day 11 (Phase 2)</b>	Architectural chair attempts personal visit and/or phone contact with homeowner to discuss violation.
<b>Day 21 (Phase 3)</b>	Homeowner is contacted via standard mail, certified mail, and phone regarding violation.
<b>Day 31, 61 &amp; 91 (Phase 4)</b>	Homeowner is fined every 30 days and contacted via standard mail: Minor Infraction – \$25/30 days Major Infraction – \$50/30 days
<b>Day 121 (Phase 5)</b>	Homeowner is fined every 30 days and contacted via standard mail: Minor Infraction – \$50/30 days Major Infraction – \$100/30 days

Note: HOA still reserves the right to take legal action at any time.

Minor violations are classified as easily correctable issues such as:

- Improper outdoor storage;
- Improperly maintained yards;
- Un-repaired storm damage such as missing flashing or siding;

Major violations are classified as a major disregard for the by-laws and/or architectural standards of North Carroll Farms. Examples of major violations may include:

- HOA approved home improvements that were not completed as described in initial approval;
- Unapproved home improvements;
- Allowing a property to become in disrepair;
- Willful disregard for HOA by-laws and/or architectural standards;

**Enforcement:**

The Architectural Committee will oversee this process. The committee chair has the latitude to work with violators to remedy the situation.

**Appeals:**

Fines levied by the architectural committee may be appealed to the elected HOA board of directors at any time during this process. This must be done by contacting the HOA Board in writing and requesting an appeal. This will be done at a regular monthly meeting of the HOA Board. The Board of Directors has final say regarding all fines.