

Homeplace I at Adams Farm Townhomes Association, Inc.

Fine Violation and Privilege Suspension Policy

A. Notice Of Violation

A letter describing the Violation and citing the appropriate Governing Document verbiage will be sent by mail, and e-mail, if applicable, to the Homeowner. The communication will explain the Homeowner will be provided with a set number of days to correct the Violation, or contact the management company, to arrange for an extension. (If the Violation is a one day event, or temporary condition, and not an ongoing Violation, the first communication **will not** be sent.)

If the Violation is not remedied within the provided set number of days to correct a second communication will be sent by certified mail, or overnight delivery, or first class mail, and e-mail, if applicable, giving notice of the date, time, and location of a scheduled Hearing for the matter.

B. Hearing

The Board of Directors will conduct a Hearing to determine if the Homeowner is in compliance with the Governing Documents and to hear any aggravating or mitigating factors. The Homeowner will have the full opportunity to explain why they are not in Violation of the Governing Documents and/or request a waiver.

Upon gathering all necessary information the Board of Directors will deliberate outside the presence of the Homeowner and render a decision. Written notification of the decision will be sent to the Homeowner by mail, and e-mail, if applicable.

C. Fines

Any fine assessed will begin to accrue no earlier than five (5) days after the written decision is mailed, and e-mailed, if applicable. The fine amount imposed can be up to \$100.00 upon Hearing decision made, then fines of up to \$100/day until the Violation is sufficiently compliant.

A Lien may be placed on the property of the Homeowner to secure any unpaid fine amounts. Please note the Governing Documents of the Association grant the Association the authority to foreclose on the property of the Homeowner for fines owed to the Association.

D. Suspension Of Privileges And/Or Services

Suspension of privileges and/or services will begin no earlier than five (5) days after the written decision is mailed, or e-mailed, if applicable.