

# Quail Ridge Owners Association

## Compliance Violation Remedies and Formal Enforcement Procedures

**Direct Resolution.** Any Member who believes that a neighboring Member is in violation of any of the Quail Ridge policies, guidelines or CC&R's is encouraged to first approach the neighbor about the matter while it is occurring or shortly thereafter. Most violations are believed to be unintentional and can be easily resolved in this fashion.

**Management Company Intervention.** Should a Member feel uncomfortable in utilizing Direct Resolution with a fellow Member, they should contact the Management Company about the situation. The Management Company will then initiate contact with the offending Member, notifying them of the problem, offering assistance and information to help resolve the situation and attempt resolution of the situation while keeping the reporting Member's identity confidential. Should the situation remain unresolved more formal contact by letter from the Association will be made. Should the situation remain unresolved after this contact, the Association may choose to assess fines. Notwithstanding any other specific fine provisions within any of the then current board resolutions for the Quail Ridge Owners Association, the following schedule will apply.

1. At initial contact the Member will be given notice of the violation and fourteen (14) days to correct the situation. Verbal contact will not constitute as an initial contact.
2. If the violation has not been corrected by the fifteenth day a \$25 fine will be assessed to the Member.
3. If the problem has not been corrected within one week after the initial fine stated above is assessed to the member daily fines of \$25 will until the violation is resolved.
4. After 60 days, the Association may correct the violation, but is not obligated to do so. If the Association corrects the situation, the Member is responsible for reimbursing all the costs to the Association and will remain obligated to pay all previously assessed fines. There is a minimum \$100 charge by the Association for correcting a matter.
5. After 90 days, the Association may refer the matter to the Association's attorney for legal action. This typically results in further correspondence, filing liens and notices, collections, filing court actions, and pursuing other legal rights and remedies available to the Association. The offending Member will be charged these additional costs incurred by the Association to have the matter resolved.
6. **Repeat Violators.** Each repeat violation by the same Member within a 90-day period shall be fined without further notice when the violation occurs and will not have the fourteen (14) day grace period that first-time violators are given. The same subsequent procedures will follow until the matter is resolved.
7. **Appeal.** If the Member does not agree with the issue, as stated in the Violation Notice, the Member may file a written appeal, along with supporting documentation, as to why the Member feels they are an exception to the stated Rule. The appeal and documentation will need to be submitted to the Management Company within 10 days of the Violation Notice. The Management Company will present the appeal and documentation to Board of Directors at the next scheduled meeting, whom shall make a final decision.