

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.
POLICY AND PROCEDURE

NOTICE AND ENFORCEMENT OF COMMUNITY DOCUMENTS VIOLATIONS

(This procedure is a definition of steps to be taken to apply the **Fine and Penalty Policy** of the Association.)

July 2013

- 1) The Secretary shall establish a log to control and record the receipt and processing of Request for Compliance and First Notice forms. The log will be kept in the Association office and shall be accessible to all Board members. The Secretary shall review the log weekly for appropriate 15/30 day follow up dates.
- 2) All lot owner requests for document and rule compliance must be submitted in writing on the approved form. Any Board member may accept the Request form. Each Request for Compliance form must be logged (using the identifying information of the submitting lot owner) and assigned a control number before any further action may be taken. Board members must notify an officer of the Board to assist in inspecting/confirming an enforceable violation.
- 3) If enforcement is agreed upon, a First Notice will be prepared and forwarded to the Secretary. Co-signing officer must confirm proper log# on the First Notice prior to passing the form to the Secretary. If the original accepting Board member is an officer, he/she must still obtain the agreement and signature of a second officer to validate the First Notice form. Alleged violations that require a witness and written statement shall not be investigated until such signed statement is submitted. Request for Compliance forms, deemed invalid/not enforceable or which result in the issue of a First Notice, shall be placed in the lot file of the submitting lot owner.
- 4) All Board members are encouraged to be aware of document/rule violations. Enforcement is the responsibility of the entire Board. Any member may initiate a First Notice form, record it in the Secretary's log, and obtain an officer's signature and agreement to the existence of a violation. All First Notice forms will be submitted to the Secretary for processing and mailing.
- 5) The Secretary will prepare and mail all notices (First and subsequent) and cross check log numbers on each notice. Date mailed will be entered in the log for each notice if enforcement action continues. Secretary will establish a file for Open Enforcement Notices and place a copy of each notice in such file. As notices are resolved, these copies will be transferred to the lot owner file for storage. Enforcement forms that are referred to the Association's attorney will be placed in the legal document file.