

The Orchards at Countrywoods HOA Violation Reporting Process

As the Orchards at Countrywoods is an association of neighbors we must all work together to create a welcoming and open community that all members can enjoy. To that end, we must also recognize that for our community to maintain its standard of lifestyle, we must all obey certain rules and regulations.

The Board of Directors has established a new uniform violation process with the intent of creating a streamlined system that will maintain the standard of lifestyle that we have come to expect. This process has been implemented with the desire to inform community members of the processes available to help maintain our community.

It is the responsibility of **ALL** community members to follow the rules and regulations set forth by the "CCR's", and "The Community Rules and Regulations", as well as to report community violations to the management, so that they may be acted upon to maintain the community. Any community member whether renter or owner can submit community violations report.

Violation Reporting Process

- 1. Obtain an "Action Report" from the Social Center; they are located in the paper sorter attached to the office door at the top of the stairs.**
- 2. Complete the Action Report and insert it into the secure Association mailbox just outside the Social Center entrance.**
- 3. A member of the Management Team will contact you either by phone or e-mail, to let you know that the report has been received and request additional information if necessary.**
- 4. The Management Team will work with the violating owner to resolve the issue. Please be advised, that in some cases the management team will allow the owner a few days to resolve the issue especially those involving modification to property.**
- 5. If the issue has not resolved itself after seven days from the time you are contacted by a member of the management team or the issue reoccurs please complete and submit a new "Action Report" so that the management will be able to continue with the violation process.**
 - Each step of the violation process requires management to receive a new Action Report to be submitted by community member.**
 - If the management does not receive any future action reports pertaining to the issue, they will assume that the issue has been corrected especially in cases involving behavior problems.**
- 6. It is our desire to protect the privacy of all members involved in this process. The Management will whenever possible not discuss the identity of individuals filing action reports, and they will not discuss resulting actions against individuals who have had reports filed against them.**

If you believe a community member is engaging in activities that violates municipal, state, or federal laws please contact the police immediately. After contacting the police, report the incident through an Action Report to

the HOA, a member of the Management Team will contact you to gather further information regarding the incident.

The Orchards at Countrywoods HOA Violation Process

Actions	Property Violations	Behavior Violation
<p>First Violation: Verbal warning for management, with documentation added to the owner's file.</p>	<p>The owner will be given 7 calendar days from notification to resolve the issue with no fine.</p>	<p>The owner is notified of violation, and informed the behavior must cease immediately.</p>
<p>Second Violation: A written and verbal notice from the management regarding the violation with documentation added to the owner's file.</p>	<p>The second violation will occur if the violation is not resolved within seven days of the first violation notification, or if there is a repeat violation at the same unit.</p> <p>The owner will be fined \$50 and be notified they have three calendar days to resolve the issue.</p>	<p>The second violation will occur if similar behaviors are reported, without time limitations.</p> <p>The owner will be fined \$50 and informed the behavior must cease immediately.</p>
<p>Third Violation: A written notice from the management regarding the violation with documentation being added to the owner's file.</p>	<p>The third violation will occur if the violation has not been resolved within the given timeframe, or if there is a repeat violation with the same unit.</p> <p>The owner will be fined \$100 and notified they have three calendar days resolve the issue.</p>	<p>The third violation will occur if similar behaviors are reported, without time limitations.</p> <p>The owner will be fined \$100 and informed the behavior must cease immediately.</p>
<p>Fourth Violation: A written notice from the management regarding the violation, including that if the problem continues it will be referred to the board for action. With documentation being added to the owner's file.</p>	<p>The fourth violation will occur if the violation is not resolved within the given timeframe, or if a repeat violation occurs at the same unit.</p> <p>The owner will be fined \$100 and notified they have three calendar days resolve the issue.</p>	<p>A fourth violation will occur if similar behavior is reported, without time limitations.</p> <p>The owner will be fined \$100 and informed the behavior must cease immediately</p>

<p>Fifth Violation: written notification of the violation and notification that the violation has been referred to the board for action under the CCR s.</p>	<p>The fifth violation will occur if the violation is not resolved within the given timeframe, or if a repeat violation occurs at the same unit.</p> <p>The owner will be fined \$100 and notified they have three days resolve the issue. The violation will be referred to the board for action.</p>	<p>A fifth violation will occur if similar behaviors reported, without time limitations.</p> <p>The owner will be fined \$100 and informed behavior must cease immediately. The violation will be referred to the board for action.</p>
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Board Action
An owner will be subject to Board of Directors review after having received 5 violation reports for similar issues or activities. The board will review each of the violations against the owner, and in consultation with the association's legal counsel, and directed by the CCR's, the board will direct the property management to follow one of the two options below. As the board will conduct reviews on a case-by-case basis, "precedence" will not apply, and the board retains the right to create a third option for the case if it sees fit.

<p>Option 1 In accordance with the CCR's nuisance clause, the issue will be referred to the association's legal counsel. With the direction from the board to begin the eviction process as outlined in the CCR.</p>	<p>Option 2 If the board does not believe the violation warrants referral to legal counsel, the board has the right to restart the owner on the violation schedule with all fines being double. Notification that the board has chosen option 2 shall stand as the first verbal warning. At any future violations will begin on step two of the violation schedule.</p>
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Appeals process:

If at any point in the violation process an owner feels they are being treated unfairly, or false reports have been made against them they may initiate an owner's appeal. If the violation is a property violations, which will require physical modification of owners property to come into compliance, the owner can request the timeframe be frozen while the appeal is pending. If the violation does not require physical modification property, time frames and fines will be enforced during the appeals process. If the appeal is granted, fines will be refunded.

Step One:

Complete the Violation Appeals Form located in the paper sorter, attached to the office door in the Social Center. (The door at the top of the stairs, across from the kitchen door) or download the form from the Orchard's website. Put the completed form inside the orchards secure mailbox located just outside the Social Center entrance. A member of the management team will contact you to let you know your appeal has been received and is being acted upon.

Step Two:

Once a violation appeal is received by the management team it will be assigned to a Board Member on a rotational basis. The Board Member will investigate the violation report to determine its accuracy, and to develop an understanding of any extenuating circumstances that may have led to the situation. Upon conducting a full review, the Board Members will determine whether the violation stands as written, penalties be reduced, time extended or be canceled. You will be notified in writing by a representative of the association management of the decision.

Step Three:

If the owner disagrees with the decision of the reviewing Board Member, they have the right to request a full Board of Directors review. Upon receiving notification from the management of the Board Members decision, the owner can notify the management representative that they would like to have the Board review the violation at its next scheduled meeting. The owner will be added to the closed session agenda will be able to present the issue to the full Board for consideration in person. The Board may choose to uphold the initial decision, or may change or reverse the decision.