

HIGHGROVE PROPERTY OWNERS ASSOCIATION FINE POLICY

Pursuant to its authority under the Declaration of Covenants, Conditions, Restrictions and Easements (hereinafter "Covenants") for Highgrove Subdivision and the Bylaws of the Highgrove Property Owners Association, the Board of Directors (hereinafter "Board") establishes the following penalties for violations of the Covenants, Architectural Standards, or any adopted Rules and Regulations (hereinafter "Rules") of the Highgrove Property Owners Association (hereinafter "Association").

There are two types of violations of the Covenants, Rules, and Architectural Standards: those requiring immediate remediation and those which may require some period of time to remediate.

- Items requiring immediate remediation include, but are not limited to, starting an exterior Improvement without Architectural Committee approval as well as violations concerning garbage cans; trucks, trailers, boats and other vehicles; signs and billboards; nuisance or aggressive pets; pet waste; noxious or offensive activities; etc. These violations must be corrected within seventy-two (72) hours.
- Other violations, which might require more time to remediate, such as exterior maintenance for Freestanding Lots (Section 6.1 of our Covenants) and violations of Lawn Maintenance Standards, shall be allowed more time to complete remediation.

Notice of Violation:

The first incident of a violation of a provision of the Covenants, Rules, or Architectural Standards shall result in a written courtesy notice delivered via first class mail to the Lot Owner of record. The notice shall notify the Owner that, with the exception of those which require immediate remediation, they have twenty (20) days from the date of mailing to correct the violation or respond to the Board; otherwise, a \$100.00 fine will be assessed to the Owner. Violations that require immediate remediation shall receive the same courtesy notice described above, but shall have three (3) days to correct the violation; otherwise a \$50 fine will be assessed to the Owner.

Opportunity for Hearing:

Each Owner has the opportunity for a hearing with the Board to appeal any cited violation by emailing, mailing, or faxing a written request for a hearing to Association's management company prior to the First Fine Notice. Such written request shall pause any deadlines set by this policy until the hearing is completed.

First Fine Notice:

If any violation, except those which require immediate remediation, for which a Violation Notice was sent, is not resolved within twenty (20) calendar days from the date of mailing, a Fine Notice shall be sent to the Owner via first class mail to the address on file and a \$100.00 fine shall be assessed to the Owner.

Any violation requiring an immediate remediation that is not resolved within seventy-two (72) hours after notification by the Board or management company, shall result in a \$50.00 fine assessed to the Owner, with additional fines to follow as listed in the succeeding paragraphs.

Second and Further Fine Notices:

If any violation remains unresolved ten (10) days after the First Fine Notice is sent, a Second Fine Notice will be sent to the Owner, and a second fine of \$100.00 shall be assessed. Thereafter, if the violation remains unresolved, the Board or management company shall mail additional Fine Notices to the Owner and charge an additional \$100.00 fine for each subsequent month the violation remains unresolved. Should the Owner's balance reach \$500.00 or more, the Board may remand the amount owed to the association's attorney for collection and enforcement of the Covenants, and may place a lien on the Lot for all current and future outstanding amounts.

If the account is sent to the association's attorney, fines will continue to accrue at a rate of \$100.00 per month up to a maximum of \$1500.00. Any legal fees and costs incurred by the Association in connection with collecting such fines will be charged to the Owner and the Owner shall be liable for repayment in full of any and all such fees and costs.

Violations by Tenants/Guests:

A violation by a tenant or guest shall be treated as a violation by the Owner of the home occupied by the tenant. As such, all violation and Fine Notices shall be mailed to the Owner's last known address.

Miscellaneous:

The Board may extend any of the deadlines listed above, provided the Owner shows good cause, in order to allow Owner(s) sufficient time to correct any violations.

ADOPTED this 7th day of MAY, 2018.

By: William Wasserman
Print Name: William WASSERMAN

By: Stuart Gilkes
Print Name: Stuart Gilkes

By: Beverly Kellett
Print Name: Beverly Kellett

By: _____
Print Name: _____

By: Daniel Koenig
Print Name: Daniel G. Koenig