

TERRA BELLA AT ANTHEM HOMEOWNERS ASSOCIATION  
VIOLATION PROCESS RESOLUTION

WHEREAS, there is a need to establish a consistent procedure for the enforcement of the Covenants, Conditions, and Restrictions,

WHEREAS, it is the intent of the Board of Directors to implement such a procedure for the enforcement of the Covenants, Conditions, and Restrictions,

NOW, THEREFORE BE IT RESOLVED that the following policy has been adopted by the Board of Directors to be in effect 30 days from adoption of the resolution.

The following procedure is to be followed when a homeowner is found in violation of the CC&R's, Rules and Regulations or Architectural Guidelines:

1. There are two ways that a violation is noted:
  - A. The Management Company a minimum of one time per month will perform a property inspection and note violations.
  - B. An owner provides a complaint in writing listing the address of the violation and the violation to the Management Company.
2. A courtesy reminder letter is sent to the owner informing them of the violation and requesting that it be corrected. The owner is urged to communicate in writing to advise the Board what action they are taking to correct the violation.
3. If the violation is not corrected, a second notice will be sent requesting that the owner correct the violation. The owner is urged to communicate in writing with the board what action they are taking to correct the violation.
4. A hearing notice is sent to the owner indicating that the Board will hold a hearing to determine what action should be taken by the Board. The owner is urged to communicate in writing with the board what action they are taking to correct the violation. The Board takes any such correspondence into consideration before making a recommendation. Owners may attend the hearing to demonstrate why the Board should not impose fine or suspension common area rights.
5. If the violation is not corrected after repeatedly fining the owner, the following will take place:
  - A. A lien will be placed upon the property, which will need to be paid prior to the owners' selling the property.
  - B. The file will be given to the Association's legal counsel to begin the legal process.

All cost incurred by the Association will be assessed to the Violator's account.

This resolution of the Board of Directors has been duly adopted at the June 9th, 2011, Board of Directors meeting.

By: \_\_\_\_\_

*vice* President

Attested By: \_\_\_\_\_

Treasurer