

Willow Creek Rules Infraction Fine Policy

Dated: May 30, 2001

The Willow Creek Home Owner's Association Board of Directors (BOD) is responsible for enforcing all covenants in the neighborhood. Any member of the BOD may initiate or receive signed, written complaints. All written complaints shall remain confidential. An infraction shall be defined as non-compliance with any one of the covenants contained within the Willow Creek Homeowners Association book of covenants. Some examples include:

- ABC
- ABC
- ABC

The BOD shall investigate a written complaint and rule on an infraction within 5 calendar days of receipt of the written complaint. A vote by a minimum of 2 board members is required to initiate a notification of infraction.

If the Homeowner corrects the infraction prior to the notification from the BOD, an infraction letter shall be still be delivered to the Homeowner. Three such infraction notices sent on the same issue will result in a minimum \$5.00 fine.

The Homeowner may request a hearing by written request within 5 calendar days of the notice of infraction.

If written response to the first notice of infraction is not received by the BOD within the 5 calendar days and/or the violation has not been corrected, the BOD shall send a second written compliance notice, which includes an administration fee of \$50.00, via certified mail

If written response to the second notice of infraction is not received by the BOD within 10 calendar days of mailing, and/or the violation has not been corrected, the BOD shall send a third written compliance notice, which includes an additional administration fee of \$100.00, via certified mail.

If written response to the third notice of infraction is not received by the BOD within 10 calendar days of mailing, and/or the violation has not been corrected, the BOD shall refer the matter to an attorney for further action, which may include, but is not limited to:

- Filing Lien for outstanding fines, compliance costs, attorney fees and other fees permitted by law.
- Filing a Notice of Non-Compliance in County Deed Records.
- Filing suit to enforce compliance.

Payment of fines and fees is payable to the Willow Creek Homeowners Association. If payment is not received within 5 days after the violation has been corrected, an additional fine of \$5 per day will be assessed until full payment is received.

At any time in this process, the Board of Directors may vote to review their decision and reaffirm or modify at their sole discretion.