

## **ARBOR VILLAGE HOMEOWNERS ASSOCIATION**

### **Administrative Resolution Number 3** **Architectural Standards Enforcement Procedure**

**WHEREAS** Section VI of the Bylaws grants the Board of Directors with the power to conduct Association business, to adopt and publish rules and regulations governing the personal conduct of the Members, to establish fines and penalties for the violations thereof, and, to protect community harmony by providing guidelines and a procedure to address conditions that disrupt that harmony.

**LET IT BE RESOLVED THAT** the following Architectural Standards Enforcement procedures will be followed:

1. The Board of Directors (or Property Manager) is authorized to enforce the Standards as outlined in the Codes, Covenants and Restrictions.
2. Standards violations are to be reported to the Board of Directors (or Property Manager) in writing and signed by the complainant or the Architectural Control Committee. The complaint will be investigated as soon as possible.
3. If the report of violation is accurate, written notice will be sent to the Owner. The first notice of the violation will be regarded as a warning, unless otherwise stipulated in the Association Rules.
4. If , after 15 days, a second written complaint is received, or if the violation is not cleared or is repeated, a second notice will be sent notifying the Owner that serious action will be taken if the violation is not cleared immediately.
5. If, after another 15 days, a third written complaint is received, or if the violation is not yet cleared or is repeated, a certified return – receipt letter will be sent notifying the Owner that fines will begin accruing in another 15 days if the violation is not cleared immediately.
6. If, after another 30 days the violation is not yet cleared or is repeated, a Standards Enforcement Fee of \$15 per day, or per occurrence, may be levied against the Owner until the violation is cleared. Once the ACC Standard Enforcement Fee reaches \$500 and is unpaid, a lien may be filed against the unit of the Owner who is in violation. The Owner of this unit will then be responsible for the costs of filing the lien and any legal or other related costs.
7. If, after 6 months, the violation is not yet cleared or is repeated, the Board may exercise its power of Right of Entry, as outlined in the CC&Rs (02/10/1999), to remove, demolish, repair, replace, alter, or otherwise correct any improvement which is placed on

any lot with the prior written approval from the Architectural Control Committee, pursuant to and in accordance with applicable CC&Rs.

**Appeal Process.** Any Owner receiving a Standards Violation Notice who believes no violation occurred, may submit a written explanation to the Board of Directors (or Property Manager). The owner will be given an opportunity for a hearing and no enforcement fee will be imposed until after the hearing.

Recorded in the book of Minutes: \_\_\_\_\_, 2001

Signed: \_\_\_\_\_, 2001

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President – Board of Directors