**Director’s Resolution Adopting Policy for Imposition of Fines and Schedule of Fines**

**Georgetown Homeowners’ Association**

**WHEREAS** homeowners and other residents are subject to the imposition of fines and other penalties for violations of the Association’s’ Covenants and Bylaws;

**WHEREAS** it is in the interest of this Association to establish a schedule of fines and to adopt certain policies designed to provide homeowners and all other residents with information regarding the procedures for handling alleged violations and to provide for a fair, orderly and consistent manner of handling such matters;

**NOW THEREFORE, BE IT RESOLVED** that this Association adopt, establish and implement the Enforcement Policy and Schedule of Fines attached to this Resolution as exhibits and incorporated herein by referenced; and

**FURTHER RESOLVED**, that the Board of Directors of this Association, acting under the guidance of the President of the Association be, and they hereby are, authorized, empowered, and directed to take such further action deemed necessary and appropriate to implement this purposes and effect of the Enforcement Policy and Schedule of Fines.

Dated: Association:

 By:

 Lisa Scalf, President

The undersigned hereby certifies that she is the fully appointed and acting Secretary and the custodian of the books and records of the Association and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the Association on the date the Resolution was adopted.

IN WITNESS WHEREOF, I have executed my name as secretary on the date hereinafter set forth.

Dated:

 Rebecca Brillhart, Secretary

Witness:

Georgetown Homeowners Association

**ENFORCEMENT POLICY**

The purpose of this policy is to provide homeowners and all other residents with information regarding the procedures for the handling of alleged violations of the Association’s governing documents and to provide for an orderly, fair manner in which to enforce these documents. This enforcement policy and schedule of fines will list certain possible violations of the documents and regulations and provide for the Board of Director’s response to such violation.

The authority for this policy and the schedule of fines is contained in Article VIII of the Bylaws for the Association.

1. It is the policy of the Association to receive information concerning alleged violations from Board members, committee members and residents. Reports of violations must be in writing and signed. Upon receipt, the Board, or its designee, will investigate the alleged violation in a reasonable time and determine if a violation has occurred. If a violation is determined to have occurred, the Board may take the following actions:
	1. Mail a letter to the owner of the property setting forth the alleged violation and requesting corrective action be taken within 10 days of the date of the letter. This letter will be referred to as a “Warning Letter.” The letter may be mailed, emailed or hand delivered. If appropriate, the letter may be addressed to a known tenant with a copy to the property owner.
	2. If no corrective action has been taken within 10 days of the date of the Warning Letter, the Board may, in its discretion, send another warning letter or may send the owner, or tenant, as appropriate, a Notice of Intent to Impose Fine, or other corrective directive. The owner and/or tenant shall have 10 days from the date of such Notice to request a hearing; if no hearing is requested, the fine shall be affirmed and applied to the property account.
	3. If a hearing is requested, it shall take place at the next monthly Board Meeting at which there is at least a quorum present. The Board will recite the allegations and the reason for imposition of the fine. The owner, or tenant as appropriate, may present evidence or witnesses, either in writing or orally. The Board shall not be required to disclose the person who brought the matter to their attention. Within 15 days of the hearing, the Board will provide written notice to the owner and/or the tenant if its decision is to uphold, modify or remove any fine or corrective directive.
	4. If the owner and/or tenant fails to appear at the hearing, the Board shall take action at its next regular meeting to affirm, decline or modify the action taken on the allegation.
2. Violations that are continuous in nature, such as unremedied landscaping or architectural violations, may result in the imposition of a periodic successive fine without further hearing of the Board. In such cases, the periodic fine commences 10 days after the Notice of Intent to Impose Fine.
3. Multiple violations of the same restriction may subject the owner to enhanced penalties.
4. Members are required to notify the Board in writing upon the correction of any alleged violation so the Board can inspect and verify.
5. If violations are committed by tenants or guests, the owner is responsible for such violations. Notices will be sent to the property owner, although the Board may, in its sole discretion, send a copy of the property address or tenant, if known.
6. All fines assessed are due and payable within 45 days of the date of imposition or hearing. Failure to pay fines shall result in suspension of use of the pool, clubhouse, and dog park.

Georgetown Homeowners Association

**SCHEDULE OF FINES**

| **Landscaping Violations**(i.e., failure to maintain backyard)*Successive fine will apply if the violation has not been remedied for more than 30 days after notice* | First Offense:Second Offense:Third or More Offense:Periodic/Successive Fine: | $10.00$25.00$50.00 each offense$10.00 per day |
| --- | --- | --- |
| **Architecture Control Violations**(i.e., modifications without prior authorization)*Successive fine will apply if the violation has not been remedied for more than 30 days after notice* | First Offense:Second Offense:Third or More Offense:Periodic/Successive Fine: | $25.00$50.00$75.00 each offense$25.00 per day |
| **Animal Violations** |  |  |
|  | Unleashed animals | First Offense:Second Offense:Third or More Offense: | $10.00$25.00$50.00 each offense |
|  |  |  |  |
|  | Failure to Properly Dispose of Pet Waste | First Offense:Second Offense:Third or More Offense: | $10.00$25.00$50.00 each offense |
| **General Violations** |  |  |
|  | Trash Not Placed in Receptacle | First Offense:Second Offense:Third or More Offense: | $10.00$25.00$50.00 each offense |
|  |  |  |  |
|  | Inoperable Motor Vehicles*Successive fine will apply if the vehicle has not been moved for more than seven days after notice* | First Offense:Second Offense:Third or More Offense:Periodic/Successive Fine: | $10.00$25.00$50.00 each offense$10.00 per day |
|  |  |  |  |
|  | Pool or Clubhouse Rules Violations | First Offense:Second Offense:Third or More Offense: | $10.00$25.00$50.00 each offense |
|  |  |  |  |
|  | Occupancy Violations | First Offense:Second Offense:Third or More Offense:Periodic/Successive Fine: | $10.00$25.00$50.00 each offense$10.00 per day |
|  |  |  |  |
|  | Parking Violations*Successive fine will apply if the vehicle has not been moved for more than seven days after notice* | First Offense:Second Offense:Third or More Offense:Periodic/Successive Fine: | $10.00$25.00$50.00 each offense$10.00 per day |
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|  | Trash Can at Curb (Arlington/Charleston)* Must be removed by 6:00 p.m. on day of pickup.
* May be placed at curb at 6:00 p.m. on day before pick up
 | First Offense:Second Offense:Third or More Offense: | $10.00$25.00$50.00 each offense |
| **Mailbox Keys** |  |  |
|  | First Set – No charge |  |  |
|  | Lost Key - $10.00 deposit + $5.00 per key | Second and More - $5.00 per key |