

SUNLAND VILLAGE EAST
ARCHITECTURAL POLICY AND PROCEDURES
COVENANT VIOLATIONS

1. Covenant violation complaints received should be reduced to writing and be directed to the Architectural Control Committee, hereafter known as ACC. A member of the ACC shall visit the residence to verify the facts of the complaint. When the member visits the homeowner, and the homeowner is available, the member will inform the homeowner of the violation, and accept a verbal statement from the homeowner that the violation will be corrected within ten business days.
2. If no verbal promise is secured by the visiting ACC Member, the SVE Manager will visit the residence and photograph the violation. The manager will then cause a letter to be sent to the homeowner, including copies of date stamped photographs. The letter will describe the violation in compliance with current state law. (See sample of "First Notice" letter). Copies of letters and date stamped photographs will be filed in the resident's permanent file.
3. On the same day that #1 or #2 occurs, the Manager will add the homeowner's name, nature of the violation, date of the "First Notice" letter, and the date ten days hence when the violation should be corrected, to the Status Report. The violation will be tracked until resolved. When the ACC Member or the Manager observes that the violation is corrected, the complaint will be closed.
4. When the homeowner fails to correct the violation by the required date, a second letter (See sample of "Second Notice") will be issued by the manager with a final ten business day date for correction of the violation and updated date stamped photograph. The homeowner will be advised that a fine of \$100.00 will be assessed to his account if he does not respond by the deadline identified in the letter. The fine must be payable to SVEHOA within 30 days from when it was levied.
5. Both violation letters will state that if a homeowner wishes to contest the violation, he must respond in ten business days from the date of the violation letter in accordance with Arizona Revised Statute 33-1803 C&D. The homeowner's response letter must be sent certified/return receipt requested, The ACC must respond within 10 business days after receipt of the homeowner's letter.

6. If the homeowner fails to comply with the second date of expected violation correction, the matter will be referred by the ACC to the HOA Board of Directors with a recommendation that the Board send a final "Letter of Intent" notice signed by the Board President and the SVE manager. The notice shall be mailed certified/return receipt requested, stated that the requested work must be performed within ten days of the mailing date or the Board will have the violation corrected in accordance with Article 10.12 of the RCCR's.
7. If the homeowner fails to correct the violation by the required date, a contractor will be hired to perform the work required to resolve the violation. The homeowner will be billed for the cost of the work plus 25% of the cost plus all other costs, fees, and expenses, including reasonable attorney's fees, if any, incurred by the Association in accordance with Article 10.2 of the RCCR's. A lien for these costs will be placed on the residential unit if the bill is not paid by the date stated in the bill. The lien will be released when the bill and all related charges are paid
8. If the Board does not choose a work completion remedy by a contractor, a fine of \$150.00 may be assessed on the homeowner for lack of compliance. The fine will be payable within 30 days of the mailing of the Final Letter.

Adopted by the Board of Directors September 10, 2009