



Lindsford II Neighborhood HOA Procedure for Assessment of Fine

1. The first time a homeowner/tenant is identified as violating the governing documents, the community association manager (CAM), at the direction of the Board, will send a courtesy letter (1st Notice) to the homeowner/tenant providing them with notice of the alleged violation (with a clear image and date of alleged violation) and requesting the alleged violation be corrected within time stated in the Fining Schedule and the Resolution Form be returned to the CAM by the date stated. The homeowner/tenant will receive a one (1) courtesy letter for each first-time violation different in nature.
2. The second time within a 12-month period a homeowner/tenant is identified as violating the same rule from the governing documents, the community association manager (CAM), at the direction of the Board, will send a 2nd Notice to the homeowner/tenant providing them a description of the alleged violation (with a clear image and date of alleged violation) along with the fine the Board has assessed the homeowner/tenant for the violation. The notice will include the date and time of the scheduled Tribunal hearing, where the Tribunal will determine the validity of the fine and either confirm or reject the fine. The homeowner/tenant may appear at the hearing to dispute the violation and/or fine if desired. The CAM, by direction of the Tribunal, will notify the homeowner/tenant of the Tribunal's decision. If the fine is confirmed, the homeowner/tenant will have five (5) days from the date of the fine notification letter to pay the fine. If the fine is rejected by the Tribunal, no further action will be taken for that violation, and the fine and violation will be removed from the homeowner's account.
3. The third and any subsequent time within a 12-month period a homeowner/tenant is identified as violating the same rule from the governing documents, the community association manager (CAM), at the direction of the Board, will send a 3rd Notice to the homeowner/tenant providing them a description of the alleged violation (with a clear image and date of alleged violation) along with the fine the Board has assessed

the homeowner/tenant for the violation. The Tribunal will meet to determine the validity of the fine and either confirm or reject the fine. If the homeowner/tenant would like to dispute the violation and/or fine, it is their responsibility to email the Hearing Request form to the CAM within five (5) days of the notice date. The CAM, by direction of the Tribunal, will notify the homeowner/tenant of the Tribunal's decision. If the fine is confirmed, the homeowner/tenant will have five (5) days from the date of the fine notification letter to pay the fine. If the fine is rejected by the Tribunal, no further action will be taken for that violation, and the fine and violation will be removed from the homeowner's account.

4. Assessed fines will be added to a homeowner's ledger and removed once paid. Unpaid fines will continue to accrue. Unpaid fees and fines reaching 30 days delinquent may result in restrictions to community amenities such as the pool. Unpaid fees and fines reaching \$1,000.00 may result in a lien being levied against the property.