

OLNEY OAKS TOWNHOUSE ASSOCIATION, INC.
Procedures for Enforcement and Fining

Whereas, Article VII, Section 1 (A) of the Bylaws for the Olney Oaks Townhouse Association, Inc (herein referred to as Olney Oaks) establishes the authority for the Board of Directors (herein referred to as the Board) to promulgate rules, regulations, and to establish penalties for the infraction thereof;

Now, therefore, be it resolved that the following procedures for rules enforcement and fining be adopted.

Types of Violations:

- A. "Property Violations" include any violation of the Declaration, Bylaws, Covenants, rules, regulations and guidelines concerning the maintenance, upkeep, and appearance of the exterior of the units, and upon the common areas, which includes all grounds surrounding units.
- B. "Active Violations" include any violation of the Declaration, Bylaws, Covenant, rules, regulations, and guidelines. This includes the behavior of owners, tenants, and guests of the owners and tenants.
- C. "Parking Violations" include any violation of the Declaration, Bylaws, Covenant, rules, and regulations, and guidelines concerning parking within Olney Oaks Townhouse Association, Inc.

Fining Schedule for the Above Violations:

- 1. Property violation – Routine inspection of the property the homeowner will have thirty (30) days to comply with the written notice of violation. A fine of \$50.00 per month will applied to the homeowners account if all work is not completed within that time frame.
- 2. Annual property inspections – Homeowners will have ninety (90) days to complete repairs. Any repair work not completed will be noted on the re-inspection and the homeowner will be fined \$50.00 per item until the home comes into compliance.
 - a. The homeowner is responsible for informing the association in writing once work is completed on the home so that a re-inspection of the property can be done.
 - b. Failure to submit an application for any exterior changes to the home, or failure to execute the work as approved by the board will also carry a fine of \$50.00 per month until the home comes into compliance.
- 3. Active violation – This refers to notice given for violations concerning not cleaning up after your pet, leaving out bulk trash items, and/or parking in visitors spaces. One notice will be sent out to the homeowner noting the violation. If there are continued violations a fine of \$25.00 per month will be charged until the violation ceases.

If fined, the homeowner may request a hearing. All requests must be made to the Board within thirty (30) days of the notice.

Adopted on _____

Book of Minutes: _____

President _____

Date _____

Secretary _____

Date _____