

Hampton Glen Home Owners Association
ACC Violation Procedure

Pursuant to Article III of the *Amended & Restated Declaration of Protective Covenants, Conditions, and Restrictions for Hampton Glen* (Covenants) the Board of Directors adopts the following procedure for Architectural Control Committee (ACC) violation enforcement:

- Step 1 – Courtesy Notice: Owner will receive a courtesy notice stating the violation and the date of occurrence. The owner has 30 days from the date of the courtesy notice to correct the violation.
- Step 2 – 1st Violation: A violation not resolved with 30 days from the Step 1 – Courtesy Notice will receive a 1st Violation Notice. The 1st Violation Notice will include the violation and the date of occurrence. The Owner has 30 days from the date of the 1st Violation notice to correct the violation.
- Step 3 – 2nd Violation: A violation not resolved within 30 days from the 1st Violation Notice (60 days) will receive a 2nd Violation Notice. The 2nd Violation Notice will include the violation and the date of occurrence. A fine of \$125 will be levied on the issue date of the 2nd Violation Notice, and fines of \$25 per day will begin to accrue thereafter. The Owner has 30 days from the date of the 2nd Violation notice to correct the violation.

Fine Stop Procedure: If the owner resolves the violation prior to the 30 day mark, the owner may request a member of the ACC review the violation resolution. If resolved, fines will cease accrual as of the date verified by the member of the ACC.

- Step 4 – 3rd Violation: A violation not resolved with 30 days from the 2nd Violation Notice (90 days) will receive a 3rd Violation Notice. The 3rd Violation Notice will include the violation and the date of occurrence. A fine of \$750 will be levied on the issue date of the 3rd Violation Notice. The Owner has 30 days from the date of the 3rd Violation notice to correct the violation.
- Step 5 – HOA Completion: In the event that a violation is not resolved after the 3rd Violation Notice (120 days), a fine of \$750 will be levied every 30 days until the violation is resolved.
Resolution Costs / Ongoing Fees: Any costs for violation resolution or ongoing fees will be billed to the Owner. Failure to pay such fines will be considered a delinquency and result in the loss of the Owner's use of the Common Areas until paid as outlined in Section 11 of Article VI of the Covenants. Fines not paid within 90 days of resolution will be reported as a lien on the property.

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Special Situations

- Any resolved violation where the same violation occurs again within 120 days will be cited at the same step where the violation was originally resolved or at “Step 2 – 1st Violation” if resolved as a “Step 1 – Courtesy Notice” and proceed as noted above.
- After receipt of a violation at any step in the process, a homeowner may appeal to the Board of Directors, in writing, for a time extension for resolution of the violation. The request for extension must provide valid reasons and / or factors proven to be beyond the control of the homeowner in reference to the need for an extension. The Board of Directors will approve or deny the extension based on majority vote.
- After receipt of a violation with an associated fine greater than \$250.00, a homeowner may appeal to the Board of Directors in writing for a request to discharge or lessen the fine accrued. The request for extension must provide valid reasons or factors proven to be beyond the control of the homeowner or an identified financial hardship. The Board of Directors will approve or deny the extension based on majority vote.



HOA Schedule of Fines

<p>This fine schedule has been provided to all Owners pursuant to <i>Amended & Restated Declaration of Protective Covenants, Conditions, and Restrictions for Hampton Glen</i>, effective 03/06/2020.</p>		
<p>Construction/Architectural Control Violations</p>		
All other exterior modifications without ACC approval	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unapproved alteration of exterior paint color/surfacing	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unapproved alteration of roofing	\$1,000	Article IX, Section 12 (pg 14)
Unapproved alteration of fencing	\$500 + \$50/day	Article IX, Section 6 (pg 12)
Addition of unapproved structure to property	\$125 + \$25/day	Article III, Section 1 (pg 3)
<p>Exterior Maintenance Violations</p>		
Dirty/dingy or stained exterior	\$50 + \$10/day	Article IX, Section 3 (pg 10)
Paint chipping off exterior or becoming discolored due to weathering	\$50 + \$10/day	Article IX, Section 3 (pg 10)
<p>Landscaping Violations</p>		
Unapproved landscaping modifications, including tree removal	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unmaintained landscaping/vegetation overgrowth	\$50 + \$10/day	Article IX, Section 3 (pg 10)
Rubbish, trash, or debris accumulation on property	\$50 + \$10/day	Article IX, Section 3 (pg 10)
<p>Vehicle and Parking Violations</p>		
Vehicle repairs or restoration conducted on property	\$50 + \$10/day	Article IX, Section 7 (pg 12)
Unconcealed trailer, ATVs, boats, RV on property visible from the street	\$50 + \$10/day	Article IX, Section 7 (pg 12)
<p>Violations of Other Restrictions</p>		
Late fees and/or simple, annual interest for unpaid balance of assessments, including fines	10%	Article VI, Section 8 (pg 8)
<p>Health & Safety Violation amount to be determined by the executive board Such violations pose an eminent threat of causing a substantial adverse effect on the health, safety or welfare of the owner and/or residents of the community. The amount of the fine must be commensurate with the severity of the violation and must be determined by the executive board in accordance with the governing documents.</p>		