



Guidelines for dealing with covenant violations

Complaint: Any owner within the community may send the Association a formal, written complaint via either electronic or regular mail of a covenant violation. Complaints may also be initiated by any member of the Board of Directors.

Notice of Alleged Violation: A notice shall be provided in writing to the applicable owner as soon as reasonably practicable following the receipt of a complaint or discovery by the Board of such violation. Notices shall be sent by certified U. S. Mail requiring a return receipt.

1st Letter:

A friendly reminder letter will be sent indicating the covenant violation and a compliance completion date is given to the homeowner. Included in the letter will be a warning to the homeowner of a potential \$50.00 assessment for non-compliance. [see compliance schedule section]

2nd Letter.

If the homeowner is still in non-compliance when the deadline is reached, a second letter will be sent notifying the homeowner that a \$50.00 assessment has been made against the homeowner's dues account for failure to comply. A warning is included that notifies the homeowner that after 14 days an additional \$50 will be assessed if the violation has not been corrected.

3rd Letter

The homeowner is notified that a total of \$100.00 has been assessed for non-compliance. At this time a lien will be placed on the owner's property, all costs to be passed onto the homeowner. An additional warning is issued that after 14 days the issue will be turned over to an attorney and that the homeowner will be responsible for all attorney's fees, court costs, interests, and fines.

Compliance schedule

Time is from the date of receipt of the letter which will be sent by certified mail. If the letter is refused or not picked up, then the time will date from the day the letter was mailed.

Section III [subsections A, B, D, F, G, J, N, Y, and Z are not included as they applied to the construction phase of the addition.]

Subsection C: Garages - no carports, no glass in doors, etc. **7 DAYS**

Subsection E: Masonry - **preapproval** of Architectural Committee required [applies to additions]

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Subsection H: Roofing Materials - **preapproval** of Architectural Committee required if other than specified materials are used.

Subsection I: Rooftop Protrusions - **preapproval** of Architectural Committee required

Subsection K: Outbuildings prohibited. **7 DAYS**

Subsection L: Swimming pools - no above ground pools **48 HOURS**

Subsection M: Fencing - must be of specified material **14 DAYS**

Subsection O: Antennas - Small satellite dishes not to exceed 20" diameter **7 DAYS**

Subsection P: Lot Maintenance - trash, weeds, tall grass, etc. **14 - 30 DAYS** [depends on circumstances and nature of violation]

Subsection Q: Recreational Vehicles - boats, trailers etc. must be in enclosed garage. **48 HOURS**

Subsection R: Inoperative Vehicles - must be stored in an enclosed garage. **48 HOURS**

Subsection S: Clotheslines - not permitted - **48 HOURS**

Subsection T: Trash Containers - must be stored out of sight except on collection day **24 HOURS**

Subsection U: Mailboxes - spacing and location as specified. **14 DAYS**

Subsection V: Animals: no more than two dogs or two cats, no farm animals, etc. **30 DAYS**

Subsection W: Noxious Activity - no commercial or trade or noxious activity that may become an annoyance or nuisance. **48 HOURS**

Subsection X: No sign of any kind except one sign of not more than 6 square feet advertising property for sale or rent. [The right to display campaign signs during political campaigns is recognized.] **24 HOURS**

Procedures adopted by the Fox Hollow Homeowners Association Board July 10, 2011

PLEASE USE THE ATTACHED FORM TO REPORT PERCEIVED COVENANT VIOLATIONS