

**Sea Ridge Condominium Association
Fine Schedule & Enforcement Procedures**

In the event that the Board of Directors receives a complaint or written violation report from a member of the Association or observes that an alleged violation of the Governing Documents has taken place, the enforcement procedures will be administered according to the following steps:

1. Notice of Violation/Hearing - (Hearing letter sent at least 10 days prior to hearing date)
2. Hearing - (Executive Session held to discuss & evaluate the evidence)
3. Disciplinary Action - (To be determined after evaluation of evidence)
4. Written Findings - (Delivered within 15 days after decision. No action prior to 5 days after hearing)
5. Meet and Confer - (Dispute Resolution Process - IDR & ADR if necessary)
6. Legal Action - (Attorney involvement and potential lawsuit)

Following is a schedule of fines to be levied against owners who violate the Governing Documents, Architectural Standards, or Rules and Regulations of the Association:

Violation Type	1st Violation	2nd Violation	Subsequent Violations Within a 12 Month Period
Aesthetics/ Non-Threatening to health, life or property (Examples: rules violations re trash, garage doors, garden hoses, clutter, unit upkeep, etc.)	Notification Letter and Timeframe for correction	Call to Hearing \$50 fine	All of the following: 1. \$100 for second fine 2. \$200 for third and subsequent fines 3. All costs and legal fees incurred by the Association
Nuisance/ Disruption to Others (Examples: excessive noise including barking dogs, loud music, verbal abuse to management, contractors, etc.)	Notification Letter and Timeframe for correction	Call to Hearing \$50 fine	All of the following: 1. \$100 for second fine 2. \$200 for third and subsequent fines 3. All costs and legal fees incurred by the Association
Pet Regulations (Examples: Animals not on leash or otherwise restrained, failure to pick-up after pets)	Notification Letter and Timeframe for correction	Call to Hearing \$100 fine	All of the following: 1. \$200 for second fine 2. \$400 for third and subsequent fines 3. All costs and legal fees incurred by the Association
Damage to Property (Examples: Unauthorized attachments to structures including satellite dishes, pots on decks, railings, etc)	Notification Letter and Timeframe for correction	Call to Hearing \$200 fine	All of the following: 1. \$400 fine monthly 2. \$800 for third and subsequent fines 3. All costs and legal fees incurred by the Association
Architectural (Examples: failure to submit application, acquire necessary permits, unauthorized improvements including construction, landscaping, etc.)	Notification Letter and Timeframe for correction	Call to Hearing \$200 fine	All of the following: 1. \$400 fine monthly 2. \$800 for third and subsequent fines 3. All costs and legal fees incurred by the Association

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- Fines are levied at a hearing scheduled before the Board of Directors at which time the homeowner is given due process to defend his position. Failure to appear at a hearing will result in automatic Board Action. The Homeowner is required to notify Management once compliance is met.
- In addition to fines, the Association has the authority to restrict an owner's membership rights, take corrective action, seek a court injunction, as well as pursue any other remedy allowable under law.
- Fines shall be in addition to an assessment levied to reimburse the Association for expenses. The homeowner is responsible for the payment of any and all legal fees and other related costs.
- In the event that the owner of the property can be identified as an absentee owner renting out his unit, a copy of the violation letter will also be sent to the tenant at the property address.
- Homeowners are responsible for damage caused to the common area. It is the homeowner's responsibility to inform their tenants & guests of the rules and regulations.

Subsequent/Continuing Violations:

A subsequent or continuing violation is a violation that has never been cured and continues to exist or a violation that is repeated after being cured as a result of receipt of a Notice of Violation/Hearing letter.

Each month, the alleged violating Member may attend a hearing to address the Board regarding the alleged continuing violation; however, no new Notice of Violation/Hearing need be sent. The Board may impose a continuing monetary penalty without additional notice or hearing until the infraction or violation has been corrected.

Exception of Notice Procedure:

Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more other persons may require immediate action and thus create exceptions to the foregoing notice provisions.

Reporting Violations:

Owners may report violations to the Management company by submitting a written notice to Accell Property Management via mail or email to Sabrina@accellpm.com. The violation report should include the following information:

- Reporting Party (name & address)
- Description of alleged violation
- Name of alleged violator
- Unit address of alleged violator
- Date violation witnessed

Sea Ridge policy is to maintain confidentiality in CC&R/Rules enforcement. In most cases, we will be able to independently verify the infraction noted. The Association, however, cannot guarantee that your report will remain confidential as the alleged violator may be given the opportunity to examine the report or ask questions as part of his or her due process rights.