

***THE COMMONS AT CLIFTON MILL HOMEOWNERS' ASSOCIATION, INC.***

**POLICY RESOLUTION ESTABLISHING PROCEDURES TO ENFORCE THE ASSOCIATION'S RULES, REGULATIONS AND RESTRICTIONS**

WHEREAS, the COMMONS AT CLIFTON MILL HOMEOWNERS ASSOCIATION is empowered and obligated to enforce the provisions and restrictions contained within the Homeowner Association Documents by virtue of Section 3.05 and 15.03 of the Declaration of Covenants and Restrictions and Section 11.01 of the By-laws; and

WHEREAS the Board of Directors is empowered to promulgate, adopt and publish reasonable Rules and Regulations as may be necessary to carry out the intent of the provisions and restrictions contained in the Homeowner Association Documents by virtue of Section 9.03 of the Declaration of Covenants and Restrictions; and

WHEREAS the Board of Directors is further empowered by virtue of Section 15.03 of the Declaration of Covenants and Restrictions and Section 11.01 and 11.02 of the By-laws to enforce said Rules and Regulations and the provisions in the Homeowner Association Documents by way of notice to and fines and legal proceedings against the offending party; therefore

BE IT RESOLVED that the following Enforcement procedure is hereby adopted by the Board of Directors of the COMMONS AT CLIFTON MILL HOMEOWNERS ASSOCIATION at its meeting on the \_\_\_\_ of \_\_\_\_\_, 2010, and shall be added as Section\_\_ of the Association's Rules and Regulations:

Section \_\_\_\_ . **PROCEDURE FOR ENFORCEMENT OF RULES AND REGULATIONS**

If a unit owner, family member, tenant, or guest of a unit owner violates a rule, regulation or other restriction or provision of the Commons at Clifton Mill Homeowners Association, the following actions will be taken:

1. A letter will be sent to the offending unit owner by regular mail advising of the violation and requesting compliance with the Association's documents and rules and regulations. If the unit owner does not respond to the Association's property manager within ten (10) days of his or her receipt of the letter, it will be assumed that the unit owner does not contest the notice of violation and will immediately comply.
2. If the violation continues (or occurs again) after the ten (10) days from the initial notice, a second notice will be sent to the offending unit owner by certified and regular mail advising that if the violation continues (or occurs again) after a date certain, a fine of \$25.00 will be imposed for each violation thereafter. For purposes of this section, each