08.21.23

Brittni Place Homeowners Association, Inc.
Covenant Infraction Fine Assessment Procedure

The following procedure shall be used when a homeowner is in violation of the covenants and bylaws:

Step 1. The Board of Directors shall issue a first notice of the violation to the homeowner via first-class mail. This notice will outline the nature of the violation and will notify the homeowner that they have 15 calendar days from receipt of the notice to correct the violation. Homeowners will be allowed up to 3 no-charge Step 1 notices for any infraction for each calendar year. Any subsequent Step 1 notices for any infraction will incur a $25 charge.

Step 2. If no correction is made within 15 days, the Board shall issue a second notice of violation to the homeowner via registered first-class mail. This notice will inform the homeowner that a daily fine will be assessed beginning on a specific date (typically 15 calendar days hence) and will continue to be assessed for each day the violation is not corrected. This notice will also state that they have 10 days from the date of notice to request a hearing and will list a point of contact. All Step 2 notices will incur a $25 charge.

Step 3. If no correction is made by the date specific, the Board shall issue a third notice via certified return receipt mail that will inform the homeowner that the fines are being assessed until the correction is taken and that the Board may take legal action to collect the outstanding fines.