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THE VILLAGES OF RANCHO DEL ORO HOMEOWNERS ASSOCIATION, INC.

ENFORCEMENT & FINE POLICY

The following procedure will apply to all violations of the governing documents. Owners may report violations to the Management Company by submitting a written notice, with photos if possible, describing the violation. At the time the violation is reported, action may be taken as follows:

1. Based on the information received, an analysis on whether or not a violation of the rules has occurred will be reviewed by the Management Company on behalf of the Board.
2. Upon verification, a first notice to correct the violation will be sent by the Management Company. The notice will contain a description of the violation, and instructions regarding response to the notice and correction of the violation.
3. If the violation continues, or if the response is otherwise unsatisfactory after the first notice, the owner will receive a notice to appear before the Board of Directors at an Executive Session hearing, where the owner may appear personally or by submitting a written response. The owner in violation must be notified of the appearance date at least ten (10) days prior to the date of the hearing, and, if a monetary penalty is imposed, a notice at least five (5) days in advance of the fine assessment will be given. The Board shall give fair consideration to the owner's oral or written response in determining whether to impose a penalty.
4. If the violation continues, or if the response is otherwise unsatisfactory, even after the imposition of a monetary penalty, the Board may impose additional or continuing fines until such time as the matter is satisfactorily resolved. All fines including the attorney's fees and costs incurred by the Association in enforcing the Governing Documents shall be charged to the owner's account.

SCHEDULE OF FINES

For each unresolved violation of the Governing Documents, which has been called to a hearing, will follow the fine schedule below.

- a. First Offense: \$200.00
- b. Subsequent Offense: \$300.00
- c. Continuous Offense: \$300.00 per violation and/or penalty of \$75 per day

"Subsequent Offense": A repeat occurrence of a violation of the Governing Documents that is the same or substantially similar, to a violation that the Board has previously determined (through a hearing) was committed by the same owner or owner's family member, guest, tenant (including their guests), invitee, licensee, visitor, or other occupant of the unit.

"Continuous Offense": Violations of the Governing Documents that continue, uninterrupted and uncorrected, after written notice and the opportunity for a hearing have been provided to the owner, and the deadline date set by the Board for correcting the violation has expired.

- Nothing in this policy will prevent the Board from imposing other sanctions or a suspension of an owner's rights and privileges, as provided for in these Rules and in the Association's Governing Documents, or taking legal action to correct a violation or otherwise enforce the Governing Documents.
- The Association reserves the right to use any avenue of the legal system to enforce the Governing Documents against an owner, including the collection of any fines imposed against an owner for violating the Governing Documents.
- Attorney's fees and costs and /or administrative costs incurred by the Association in enforcing the Governing Documents against an owner may become a charge against the owner in the form of an individual fine.
- Maintenance fees for cost of labor and restoration to resolve a compliance issue that involves HOA property may also become a charge against the owner in the form of an individual fine.