

Highlands Subdivision Homeowners Association Inc.

COVENANT ENFORCEMENT POLICY

When the Highlands Subdivision Homeowners Association Board of Directors becomes aware of a covenant violation, the Covenant Enforcement Policy will proceed as follows:

1. The Association's Board of Directors will verify that a violation occurs; consisting of, at minimum, visual verification by at least two Board Members. If the violation is confirmed, the Association's Board of Directors, or the Association's property manager, will mail a letter via regular mail to the homeowner committing the violation. This letter will explain the specific violation, quote the applicable provisions of the governing documents being violated, and inform the owner what steps must be taken to remedy the violation and in what timeframe.
2. After 10 days have passed, the Association will perform a follow up inspection of the property; consisting of, at minimum, visual verification by at least two Board Members, with hopes that the violation will have been rectified. If verification confirms the violation persists, the Association will send a second letter via regular mail to the homeowner committing the violation. The letter will note that this is a second warning, and will again explain the specific violation, the provisions of the governing documents being violated, and inform the owner what steps must be taken to remedy the violation and in what timeframe.
3. After 10 days have passed, the Association will perform an inspection of the property, consisting of, at minimum, visual verification by at least two Board Members, with hopes that the violation will have been rectified. If verification confirms the violation persists, the Association will send a third letter via certified mail to the homeowner committing the violation. This letter will note that this is a third and final warning, will again explain the specific violation, the provisions of the governing documents being violated, and inform the owner what steps must be taken to remedy the violation and in what timeframe. Additionally, it will confirm the dates the preceding letters were sent and state what actions the Board may take to rectify the failure to comply.
4. After 7 days have passed, the Association will perform an inspection of the property, consisting of, at minimum, visual verification by at least two Board Members, with hopes that the violation will have been rectified. If the violation persists, the Association may act to address the violation and may refer the violation to its law firm for legal enforcement. At this point, the homeowner will deal directly with the law firm and be responsible for any associated service or legal fees involved with the violation.

The above reflects the internal policy that the Board of Directors will follow in MOST cases. It is not a binding document, and the Board reserves the right to treat certain situations and violations differently, depending on circumstances; such as but not limited to, a violation constituting a health or safety hazard, a violation which is also in violation of applicable laws, or when repeated violations have occurred.

The Board of Directors may verify a violation occurs and proceed with this enforcement process either during any Board Meetings and/or may do so via communication outside of meetings provided records of any such proceedings are maintained.

The Association will make a good-faith effort to work with homeowners to achieve a resolution of any covenant violation issues. The covenants, and the Covenant Enforcement Policy, are tools that align with our Association's purpose to protect our property values by helping our neighborhood be a clean, safe, and appealing place to live. The Association will utilize its legal authority, as per the governing documents of the Association only when a resident chooses to be uncooperative.