

## **VIOLATIONS POLICY**

### **1. First Notice (Initial Warning)**

- i. Action: First Notice
- ii. Description: A formal written notice is sent to notify the individual or entity of the violation, including a description of the alleged violation and the specific action required to cure the violation, if applicable.
- iii. Correction Period: 14 days to correct the violation.
- iv. Consequences: No immediate legal action, but the individual is warned that non-compliance will result in further escalation.

### **2. Second Notice (Reminder)**

- i. Action: Second Notice
- ii. Description: Sent 14 days after the first notice if the violation remains uncorrected. This serves as a reminder of the outstanding violation. The second notice will include a description of the alleged violation and the specific action required to cure the violation, if applicable.
- iii. Correction Period: An additional 14 days to rectify the issue.
- iv. Consequences: Failure to address the violation within this period will result in a final notice being sent via certified mail.

### **3. Final Notice (Certified Mail)**

- i. Action: Final Notice (Sent via Certified Mail and Regular Mail).
- ii. Description: Sent after 28 days via certified mail. This notice will inform the recipient that they have 14 days to correct the violation, including a description of the alleged violation and the specific action required to cure the violation, if applicable. The process is automatic and the violation will be turned over to the attorney once the deadline passes without correction.

### **Additional Details:**

- 1. **Attorney's Fees** – If the violation remains uncorrected and the Association is forced to file a lawsuit for compliance, the owner will be responsible for the Association's prevailing party attorney's fees and costs incurred.
- 2. **Communication Restriction** – Once the matter has been referred to the attorney, the Board will facilitate any further communication on the matter through its attorney.