

Cooper Commons Community Association Enforcement and Fee Schedule CC&R and Design Guideline Violations

**Notices, Fines and Correction Periods for Violations - Are Within A Six (6) Month Period:
All fine letters other than the First Notice or Friendly Reminder are charged to the homeowners account at \$5.00 each for the letter processing fee.**

FIRST NOTICE / FRIENDLY REMINDER	A letter stating the violation and the number of days to correct shall be sent to the property owner(s). A period of fourteen (14) days shall be provided to correct the violation on all first occurrences. All subsequent violations are subject to a fine.
SECOND NOTICE	A letter will be sent to the property stating your failure to correct the violation within 14 days from the date of the letter will result in a \$100 monetary penalty. You may request a hearing, with the Board of Directors to resolve this matter. If you would like a hearing please submit a written request within ten (10) days from the date of this letter.
THIRD NOTICE	A letter will be sent to the property stating you have been assessed a monetary penalty in the amount of \$100. If the violation is not correct within fifteen (15) days from the date of this letter, you will be monetarily penalized an additional \$100.
FOURTH NOTICE	A letter will be sent to the property stating, this is your FOURTH NOTICE of violation. Your account has been assessed an additional monetary penalty in the amount of \$100. Legal action may be taken and associated recovery fees may apply after the fourth notice. If the violation is not correct within fifteen (15) days from the date of this letter, you will be monetarily penalized an additional \$100.
EACH SUBSEQUENT NOTICE	Your account has been assessed an additional monetary penalty in the amount of \$100.00. Legal action may be taken and associated recovery fees may apply after the fourth notice.

All violations and fines may be appealed. You may request a hearing with the Board of Directors to resolve the matter. If you would like a hearing, please submit a written request within ten (10) days from the date of the letter. Your written request should be mailed to the Association Management Company.

**Adopted September 19, 2002
Revised October 21, 2003
Approved November 18th, 2003
Implemented January 1st, 2004.
Revised and Implemented Jan. 25th, 2004**