

## Resolution for Assessing Fines

Passed April 2018

Briar Creek Association By-Laws grant the Board of Directors the authority to assess fines for violations of Condominium Rules & Regulations.

The following policies and procedures are adopted by the Board of Directors for the implementation of its fining authority:

1. Any owner may submit to the Board of Directors a written complaint of a violation of the rules and, regulations by residents or guests. The complaint must include the full name and unit address of the owner filing the complaint, the name of the person cited for the violation and the details of the violation such as date, time, location and a description of the incident.
2. Upon receipt of a complaint, at least two (2) Board Members shall verify the violation and inform the Unit Owner or his/her tenant(s), guest(s), or visitor(s) that a complaint has been made, remind them of the relevant rules and regulations and inform them that they have seven (7) days if necessary to correct the violation.
3. If after seven (7) days the violation still exists the Owner will be sent a letter by the Management Company informing them that the violation still exists and a fine of \$100.00 will be assessed to their unit and suspension of the use of common elements and common facilities for non-compliance of the Rules & Regulations & Regulations of Briar Creek Mobile Home Community 1. The letter will be sent by certified mail with return receipt and must offer them an opportunity to attend a hearing and that they have fourteen (14) days after the date of the letter to respond to the Management Company requesting a hearing to contest the Board's decision. If there is no response from the Owner after fourteen (14) days the \$100.00 fine will be attached to their Unit.
4. If the accused Unit Owner requests a hearing the Board will follow the procedures in the By-Laws for holding the hearing. If the hearing determines that the fine is justified it will be added to the next Board of Directors meeting agenda as a consent item.
5. If after thirty (30) days from the issuance of the first fine the violations are not corrected the Unit Owner will be sent a letter by the Management Company informing them that the violation still exists and that another \$100.00 fine will be attached to their Unit. Additionally the letter will state the every thirty (30) days an additional \$100.00 fine will be attached to their Unit until the violation is corrected.