



KNIGHTS BRIDGE ESTATES HOMEOWNERS ASSOCIATION

FINING POLICY

REVISED AND APPROVED: MARCH 2012

As required by State Law, a Fining Policy must be on file with the Knights Bridge Estates Homeowners Association for the enforcement of the Associations' Governing Documents (including the Conditions, Covenants & Restrictions, (CC&Rs) and Rules and Regulations):

Responsible Parties: Fines will be assessed against the Knights Bridge Estates Association member/resident. Each Association member/resident is strictly liable for their tenant's violations of Governing documents. Failure to obtain HOA approval for changes as required by the CC&Rs constitutes noncompliance and therefore the fining schedule applies.

Violation Notice (Non-Fine Letter): Association member/resident will be notified when a violation occurs and will be given a time period of ten (10) business days of notice to correct the violation. Notice will be deemed received when placed in the United States mail addressed to the member/resident at his/her/its last known address according to the records of the Association. Violations which present hazards for residents or are considered damaging to property will require immediate correction. Any costs for correction will be the sole responsibility of the Homeowner.

Assessment of Fine (Fine Letter): If an Association member/resident has not corrected or appealed (see Appeal Process) the violation within the ten (10) business days, notice will be sent to the Association member/resident that a fine has been levied. Notice will be deemed received when placed in the United States mail addressed to the member/resident at his/her/its last known address according to the records of the Association. At this time, the Association member/resident forfeits all right of appeal and will be required to correct the violation within ten (10) business days of notice. Homeowner is required to pay the fine with ninety (90) days of the fine being levied.

"Legal Action": If after a fine has been levied and the violation has not been corrected, a second fine will be levied against the Association member/resident and the matter will be turned over to Attorneys for appropriate legal action.

"Appeal Process": You have the right to appeal the fine and/or warning letter to the Board of Directors. Written notice of the appeal must be received by Property Management Office within 10 days of the date you receive the notice of offense. Notice will be deemed received when placed in the United States mail addressed to the member/resident at his/her/its last known address according to the records of the Association. Upon timely receipt of a written appeal, the Board of Directors will mail a notice to the member/resident at his/her/its last known address according to the records of the Association, stating the date and time of the Board of Directors Meeting where the member/resident may appeal the assessment of the fine. In most cases, appeals will be held in a closed Executive Session of the Monthly Board of Directors meeting, after the conclusion of the General Board Meeting. The decision of the Board of Directors regarding the appeal will be final.

SCHEDULE OF NOTICE(S)/FINE(S)

1st Notice of Violation: Association member/resident receives a violation letter with ten (10) business days of notice to comply. No fine is levied. Violation can be appealed.

2nd Notice with Fine: Association member/resident will receive second letter violation with a fine of \$250.00 levied with ten (10) business days of notice to comply. Appeal of violation and fine is forfeit.

Legal Notice with Fine: Association member/resident will receive an additional fine of \$250.00 and will be turned over to Attorneys for appropriate legal action. All attorney fees will be the sole responsibility of the member/resident.