

**HOMEOWNER
GUIDELINES
AND
RULES ENFORCEMENT**

**The Links at Santa Rita Springs
Homeowner's Association**

Effective: December 1, 2021

The Links Homeowner Guidelines

Welcome to The Links Homeowner Guidelines and Rules Enforcement

These Homeowner Guidelines and Rules Enforcements are not meant to displace The Links By-Laws or CC&R's. The sole emphasis in these Guidelines will be on three Articles in the CC&R's which come into play most often:

Article 7: Maintenance Obligations of Owners/Community-Wide Standard/Party Walls and other shared structures

Article 8: Architectural Review and Landscaping Restrictions and Control

Article 9: Use Restrictions

Objective of these Guidelines: To provide homeowners with the factors which will contribute to making and keeping The Links an attractive and enjoyable place to live. They represent an abbreviated list of the most often encountered situations but do not cover every eventually.

Spirit of these Guidelines: To rely on the cooperation and reasonableness of homeowners in achieving this stated objective so that minimal imposition of rules, regulations and enforcement measures are required.

Scope of these Guidelines: To offer a shorter and simpler version of what is currently covered in great detail in the CC&R's.

Purpose of these Guidelines: To zero-in on those issues which most often arise involving approval or intervention by the Architectural Review Committee (ARC), and if necessary, The Links Board of Directors. An awareness of proper procedures in advance is intended to reduce confusion and conflict later on.

Revisions of these Guidelines: As laws, styles change or issues occur these Guidelines will be changed by the ARC to incorporate them and approved by The Links Board of Directors.

Here are some, not all, of the subjects covered in detail in Article 8 of the CC&Rs.

You are encouraged to familiarize yourselves with the detailed elements of The Links CC&Rs and By-Laws as well as some of the issues covered in some detail here. But if you have any questions or doubts about any additions of modifications you are considering to your property.....

Contact the ARC....the Architectural Review Committee!

“An ounce of prevention is worth a pound of cure!”

You will get a quick response from any ARC member as to what the proper steps are to be in compliance with the CC&R's.

Article 7: Maintenance Obligations of Owners/Community-Wide Standard/Party Walls and other shared structures

Article 8: Architectural Review & Landscaping Restrictions and Control

Architectural Review

Prior written approval from the Architectural Review Committee (ARC) is required before any exterior modification to a property is performed. This includes landscaping as well as house modifications or repairs. Any and all changes require ARC approval except on Common Ground areas where the Landscaping Coordinator must be notified using the ARC Request form.

Any plans for new construction and landscaping or modification to existing structures must be submitted to the ARC for prior approval. If there is ever any question as to whether a project needs approval, submit the plan to the ARC and get their judgement and recommendation.

Some, but not all, examples of such:

- a) Addition of flagpoles, flag holders, ramadas/ pergolas, pools, hot tubs, greenhouses;
- b) Construction of walls, dog runs, water falls, conversion of garage space;
- c) Installation or addition of any outdoor lighting;
- d) Exterior painting of house; refer to House Painting section;
- e) Addition of roll-down screens, retractable awnings, security windows & gates;
- f) Any new or replacement planting of trees, shrubs, or exterior potted plants;
- g) Addition of yard ornaments, water fountains;
- h) Replacement windows;
- i) Installation of solar energy devices.

Landscaping Committee

The Links Landscaping Committee is responsible for all aspects of the Common Grounds and will follow applicable ARC guidelines unless otherwise noted. Homeowner input of all matters relating to the Common Grounds is encouraged; contact The Links Landscape Coordinator or submit an ARC Request form.

When making ARC approved modifications/repairs to their homes or property, it is the homeowner's responsibility to return any Common Grounds caused by the activity to original condition.

Property Modification Procedure:

1. Detailed plans and specifications of the planned project along with an ARC Request Form shall be submitted for review by the ARC. The ARC Request Form is available on The Links web page under documents.
2. While it cannot be legislated, the homeowner is urged to communicate with nearby neighbors (good neighbor policy) to discuss the project before submitting plans to the

- ARC. This will eliminate surprises and give neighbors advance information which can help alleviate concerns or issues with the project. The ARC suggests obtaining a written opinion from each affected neighbor to include in the project submittal.
3. After all elements of the ARC Request form have been completed, the ARC will approve or disapprove the request within 30 days of submittal.
 4. Any project begun without prior ARC approval may be stopped and the property restored to original condition at homeowner's expense if so ordered in writing by The Links HOA Board.
 5. Any changes to the approved plans must be reviewed by the ARC prior to implementation.

ARC Disclaimers

- a) Each approval shall govern only that specific project and shall not constitute a precedent implying automatic approval of similar projects.
- b) Review and approval of any ARC Request and plan is made on the basis of ensuring aesthetic quality and appeal of The Links.
- c) The ARC is not responsible for ensuring the approved project is in compliance with Pima County building codes.
- d) Members of The Links Board and the Architectural Review Committee shall not be held liable for any injury, damage or loss arising from the approval or disapproval of any project.

Licensed Contractor

The ARC advises that homeowners select a licensed and bonded contractor for any improvements on their property. Licensing status may be checked by calling the Registrar of Contractors at 520-625-6345.

Enforcement

Any modification to the property that is in violation of the CC&R's shall be deemed "nonconforming work". Upon written notice from the Board, the pertinent Owner shall at their cost restore the property to the prior condition. The Links Homeowner Association board will pursue all legal and equitable means available to enforce the provisions of this Article and the decisions of the ARC pursuant to Article 10 of the CC&R's.

Homeowners that make non-approved modifications to their property or have issues that are not in compliance with the CC&Rs, will upon written notice from the Board, restore the property to the prior condition or correct the non-compliance issue at their expense. The Links Homeowner Association Board will pursue all legal and equitable means, including fines per the fine schedule, pursuant to Article 13 the CC&R's.

Article 9: Use Restrictions

This Article provides the do's and don'ts of living peacefully and happily in The Links; along with some additional statements which should clarify certain issues which are not dealt with in adequate detail in the CC&R's.

Common Grounds Usage

The Common Grounds can be used by each homeowner for their enjoyment per Article 6.1 of the CC&R's with the understanding that the Common areas were constructed as Easements for specific purposes as enumerated in CC&R Article 6. Since the homeowner's usage could create conditions effecting the specific purpose of each Easement defined in the Governing Documents, the homeowners must document and submit their request for usage of accessible Common area to the Landscape Coordinator. The application form and response time will follow the ARC process in the CC&R Article 8.5.

Animals

- a) Unless "grandfathered" (owned previous to the issuance of Guidelines dated Nov 2004), no more than three pets per household.
- b) If the animal(s) roam or create a disturbance or health hazard, the Board may have the pet(s) removed if the owner fails to correct the condition when requested to do so.
- c) All dogs shall be restrained on a hand-held leash whenever outside a lot's perimeter.
- d) Owners are to clean-up after their pet(s).

Antennas

Subject to the Telecommunications Act of 1996 and any other applicable law, installation of exterior antennas shall be to minimize, to the greatest extent possible, the visual impact of the installation. Homeowners are requested to contact the ARC for assistance.

Business Activities

1. Home businesses are allowed in accordance with Section 9.3.1 of the CC&R's.
2. Home leasing is allowed, but not time sharing. Refer to "Leases" below.
3. Yard / Garage / Estate Sales are allowed with a maximum of two per calendar year, between the hours of 8:00am to 5:00pm.

Flags and Banners

The American flag may be displayed in accordance with Federal Flag Laws. Maximum of two flags on a flagpole; installation of flag poles requires ARC approval. Limit of one in-ground flag pole and one attached to house flagpoles.

Leases:

1. The homeowner shall provide tenants with copies of all The Links Governing Documents to which they are bound to follow.

2. The homeowner is responsible for any violation of the Governing Documents by their tenants.
3. Homeowner to provide tenant information within 10 days of lease signing to the Community Affairs Chair.
4. All leases shall be for a minimum of 30 days.

Lighting:

All exterior lighting must in be accordance with the Pima County Dark Skies Ordinance and requires ARC approval prior to installation.

1. Landscaping lighting may not exceed 24 inches in height,
2. The light source must be directed downward (shrouded)so as to eliminate skyward illumination.
3. Lighting layout shall create “pools of light” and not a saturated condition.
4. Lighting must not disrupt the view or create discomfort of neighbors.
5. LED lights are much brighter than incandescent, bulbs must be white in color with a “K” rating of less than 3500.

General Restrictions:

This list outlines, but is not limited to, examples of prohibited activities so that all homeowners may derive maximum peace and enjoyment from their residence in The Links. Some examples:

- a) Nuisance: Any activity such as creating of odors, noise levels, unclean conditions, is to be avoided;
- b) Endangerment: Any activity such as the discharge of firearms, burning of trash, driving on common areas, is prohibited;
- c) Eyesores: trash containers, storage bins, pool equipment, cannot be visible from the street. Trash containers are to be put away by end of day after pickup.

Sale of Home:

Homeowner shall notify the Community Affairs / Communications Committee Chair if they are putting their house up for sale, sell their home or transfer title and provide the contact information of the new homeowner.

Signage:

No signs of any type are to be placed on Common Grounds unless approved by the Board.

- a) For Sale: Signs may be displayed in accordance with AZ Statutes.
- b) Open House: Maximum of 3 signs, 1 at Link’s entry, 1 at corner of street where house is for sale, 1 on homeowner’s front yard. Signs not to exceed 2’x 2’. Signs to be removed at the end of the event.
- c) Garage Sales. Number, size and placement of signs same as b), above.
- d) Political Signs: Placement, duration, size, and any other consideration will be in accordance with Arizona Statues on a member’s lot. Per Arizona Statue 33-1808 C:

Display of political signs no earlier than seventy-one days before the day of an election and no later than three days after an election day. The maximum aggregate total dimensions of all political signs on a member's property shall not exceed nine square feet. A "political sign" means a sign that attempts to influence the outcome of an election, including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer.

No political signs are allowed on Common Areas A, B or C. The Pima County Easement running contingent to Abrego is be used for this purpose in accordance with Arizona Statues.

Estate/Garage/Yard Sales/Open House/Curb Alert:

The homeowner hosting of these events is to notify the Community Affairs / Communications Committee Chair of the event.

- a) Estate Sales: the homeowner shall have the contracted company provide a parking director during the sale hours to ensure that neighbor's driveways and traffic flow are not impeded.
- b) Garage/Yard Sales: the homeowner shall be responsible to ensure that neighbor's driveways and traffic flow are not impeded during the sale hours.
- c) Open House: No more than eight per month, each not to last more than 4 hours in duration.
- d) Curb Alert: Placement of items at the curb for free pickup is not allowed except for organizations that pickup. Items to be placed at curb day of pickup only.

Parking:

To avoid congestion and maintain a quality residential area, the following rules shall apply except to a resident's public service or public safety vehicle used for emergency services or maintenance of electrical, water or telecommunications infrastructure:

- a) Homeowner's vehicle(s) shall be garaged. The only exception is a one-time, six-week period following closing when an owner may be in the process of moving-in, unloading moving cartons, etc. which temporarily displaces space in the garage intended for automobiles.
- b) Any type of RV, trailer or camper parking in the driveway or street is limited to a 48-hour maximum per month. (Applies to both homeowner's and guest's).
- c) Guest's vehicles shall be parked either in the homeowner's driveway or on the street, limited to a 48-hour maximum per month.
- d) There is no parking on the curbs or sidewalks at any time.
- e) There is no parking on Common Areas B or C at any time.
- f) Street parking must not interfere with anyone's driveway access or street traffic flow.
- g) No inoperable or vehicle storage in street or driveway, only within garage.
- h) No vehicle repair or maintenance other than cleaning is allowed in the driveway.

- i) For instances when the above cannot be met a Parking Wavier can be completed and submitted to the ARC Chair for review/approval, (Parking Wavier form available on The Links web page). The Parking Wavier is only temporary with a maximum time period of two weeks duration. It is NOT for long-term parking in the driveway or street. If approved, a copy of the approved Parking Wavier is to be displayed on the vehicle's dashboard.

Garage Doors:

These are to remain closed at all times with only two exceptions:

- a) Cross Ventilation: If an owner wishes to promote air flow, the garage door may be elevated to a maximum of 24 inches.
- b) Owner's Activity: The garage door may remain open when an owner is actively involved in an activity within the garage or that requires continual access to the garage. As soon as the activity is completed, or even temporarily suspended, the door should be closed.

Yard Maintenance:

Homeowner's shall maintain proper yard maintenance including extended periods of absence. If in the opinion of the ARC the focal point of the yard becomes the weeds or overgrown plants rather than the landscaping, the homeowner will be notified to bring the property into compliance with the CC&Rs. Should the homeowner fail to do so the landscaping maintenance company contracted by the HOA will be directed by the ARC to perform the necessary yard maintenance. The homeowner will be billed and fined according to the fine schedule.

Landscaping approved by the ARC has no guarantee that the subsequent growth of trees and shrubs will not affect views. The ARC does not warrant, expressed or implied, written or orally, any view impact. However, if such a situation exists, the ARC encourages homeowners to communicate with one another in person to seek resolution. The ARC also encourages homeowners to exercise a "good neighbor" policy by keeping their trees laced and shrubs pruned to allow their neighbors to see through the trees and over shrubs. Please, no topping of trees.

House Maintenance:

Homeowner's shall maintain their house to be consistent with houses in the neighborhood. While this is subjective, the intent is to not have houses with, as examples, peeling/faded paint, large stucco cracks, broken windows, missing/broken roof tiles, foundation or structure issues. Notice will be sent to the homeowner of any issue. Should the homeowner fail to correct the issue, a fine per the fine schedule will be levied.

Guest & Renters:

Guests may attend Links activities at GVR facilities per GVR requirement; that they are either a GVR member or live at least 20 miles outside of Green Valley. This requirement does not apply when an activity is not held at a GVR facility.

Guests who attend Links activities where HOA funds were used for the activity, e.g. Halloween party or Potato Bake, may be asked for a monetary contribution.

Renters may attend any and all Links activities.

House Painting:

1. Homeowners are to have the exterior house paint color approved by the ARC PRIOR to painting, even if same color. Failure to obtain approval prior to painting will be deemed “nonconforming work.” (Refer to Enforcement paragraph).
2. There is a limit of two colors for a house; one for body and one for trim. If the decorative wood trim is stained a color, then this constitutes the 2nd color. If the wood trim uses a clear sealer that lets the natural wood color show, then this is not the 2nd color.
3. Decorative wood trim elements can be either stained or painted.
4. Only flat, satin, eggshell or velvet sheen paint is allowed to be used.
5. Patio walls are to be painted either the house body or trim color, not a 3rd color.
6. Gutters, downspouts, and security or screen door colors are to be as close as possible to the house body color.
7. Garage door(s) to be painted the house body color.

Mediation:

Before contacting the ARC/Compliance Chair (ARC) for mediation of unresolved differences, affected homeowners must negotiate in good faith. In the unlikely event an impasse exists between homeowners, the ARC will attempt to resolve differences. If there is no resolution, the ARC may suggest arbitration.

Trash Service:

Trash service is not provided by the HOA, however The Links HOA Board has contracted with a trash service company in order to obtain the lowest possible price. It is each homeowner’s responsibility to pay the contracted company the service fee as stated in the contract. This currently includes trash and recycle containers. **All items placed in the Recycle container should be washed/cleaned to avoid the entire container becoming contaminated.**

Current contracted company is Waste Management.

Current pickup days are: Monday - trash and recycle

 Thursday – trash only

The current recyclable items are (see contracted service’s web site for updated list, <http://www.wm.com/thinkgreen/what-can-i-recycle.jsp>):

Aerosol cans (completely empty)

Aluminum cans

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|--|--|
| Beverage cans | Brochures |
| Carboard cereal boxes (plastic lining OK) | Computer paper |
| Coupons | Egg cartons |
| Food cans (rinsed out) | Glass bottles and jars (rinsed out) |
| Glass cosmetic bottles (rinsed out) | Glass (unbroken) |
| Junk mail | Laundry bottles (remove caps and lids) |
| Ledger paper | Magazines |
| Milk/juice cartons (rinsed out) | Newspaper |
| Paper | Paper tubes |
| Phone books | Pizza boxes (clean, no food) |
| Plastics #1 - #7 | Tin cans |
| Tissues boxes | Used envelopes |
| Wrapping paper | |
| Tips for recycling plastics | |
| #1 PETE: sport water, soft drinks, mouthwash, ketchup, salad dressing, peanut butter, food trays | |
| #2 HDPE: milk, juice, cosmetic, shampoo, dish and laundry soap container, yogurt, margarine tubs | |
| #3 PVC: pipes, clear food and non-food packaging, detergent and cleanser bottles | |
| #4 LDPE: squeezable bottles such as honey and mustard (rinsed out) | |
| #5 PP: straws, lids, empty medicine bottles | |
| #6 PS: compact disk cases, clean plates, cutlery | |
| #7 Other: three- and five-gallon reusable water bottles, syrup bottles | |

HOA Board Meeting Minutes Approval Procedure.

The secretary will send out the draft of the minutes to the Board members by email. They will have 48 hours to email back any changes to the secretary. If there are changes, the secretary will email the corrected minutes to the Board members. The Board will have 48 hours to send their approval of the minutes to the secretary. The minutes will be considered to be approved by a simple majority vote for approval provided there was quorum of the Board members voting. The Webmaster will be notified by the secretary to post the approved minutes on The Links HOA website. The Communications Chairman will send out an eblast to the homeowners that the approved minutes are posted on The Links HOA website.

Duties of The HOA Officers & Committee Chairs

Listed below are the current duties of the HOA Officers and Committee Chairs. These duties are subject to change as the individual Board and Committee Chairs change.

President:

- Chair of the Board of Directors
- Presides over all HOA Board meetings and the Annual Meeting
- Fulfills duties in absence of the Treasurer
- Signs HOA contracts and agreements.

Vice-President:

- Fulfills duties of the President when requested by the President or absence of
- Acts as The Links representative at Santa Rita Springs Master HOA and GVC meetings, present reports of these meetings to the HOA Board
- Reviews HOA contracts.

Treasurer

- Supervises all HOA funds and securities
- Maintains HOA financial records
- Prepares the annual operating budget and long range plans
- Pays all HOA bills/invoices
- Prepares monthly financial reports to the Board.

Secretary

- Schedules all HOA meetings, reserves GVR meeting rooms
- Provides meeting notices
- Creates meeting agendas and sends to Communications Chairman at least 48 hours prior to the meeting

- Takes the minutes of all HOA Board meetings, sends out meeting minutes drafts for review/approval, sends approved meeting minutes to Communications Chair after each meeting
- Posts meeting agendas in communication boxes at least 48 hours prior to meeting
- Is the custodian of all HOA contracts, deeds, documents, corporate records (except financial)
- Assembles and mails Annual Meeting packets prior to the Annual Meeting.
- Mails the annual assessment invoices
- Collects the HOA mail.

HOA Ground Landscaping Chair

- Supervises the care and maintenance of all Common Areas
- Directs landscaping contractor's maintenance contract
- Creates annual budget for care and maintenance of all Common Areas

Architectural Review Committee/Compliance Chair

- Monitors all exterior changes of homes/lots within The Links
- Approves residents plans for any exterior changes
- Enforces the CC&Rs
- Maintain file of ARC Requests

Communications Chair

- Serves as the point of contact for all external and internal communications to/from the Board
- Contact for Realtors and Title Companies for HOA information, provides current HOA documents
- Maintains The Links web page and homeowner directory, emergency contact information
- Gives new residents information packets (CC&Rs, By-Laws, Homeowner Guidelines) upon closing
- Sends out email blasts and posts upcoming HOA events.

Facilities Chair:

- Liaison between the HOA and contractors providing services to repair, maintain, or replace the various physical facilities of the HOA.

Legal Chair:

- Researches/evaluates the impact of Arizona HOA legislation on the HOA
- Attends HOA legal workshops and reports to the Board.

The Links HOA Communication Policy – as of 2/28/2021

Communications Committee

The Board of Directors recognizes that clear, consistent, and positive communication between the Association leadership and the homeowners are vital to the success of the Association and by extension the preservation of the quality and well-being of the community.

- a. Role:** To advise and assist the Board of Directors in developing and implementing a communications program which facilitates the timely delivery of Association information to homeowners.
- b. Responsibilities** include, but are not limited to distributing authorized Association notices to homeowners via e-mail, physical bulletin boards, and the website.
- c. Final authority** as to the content of messages e-mailed, posted to the Association website, and other mediums rests with the Board of Directors.

E-Mail Announcements

- a.** An up to date directory of homeowner e-mail addresses shall be maintained by the Communications Committee. E-mail addresses provided by homeowners to the Board and/or Association will be treated and maintained as “private/not for further distribution”.
- b.** Only the Communications Committee shall be authorized to send out mass e-mails to the homeowners using the most current e-mail address directory. However, any Association member in good standing may request the Communications Committee to post such communication on their behalf, discretion of which will be vested within the committee and Board of Directors.
- c.** E-mail message content should include but not limited to: Board/Annual Meeting Announcements with agenda, Board Meeting Minutes website link, necessary reminders of HOA by-laws and CC&R policy, community announcements, other pertinent information useful to the membership.
- d.** E-mail message content from the Communications Committee and/or homeowner requests shall **NOT** include: political policy and/or candidate announcements of support/opposition, commercially vested interest announcements, other personal opinions/discussions, and other content as decided by the board of directors that doesn’t benefit the entire association.
- e.** The e-mail announcement platform shall **NOT** be used to discuss homeowner complaints or discussion of policy or other HOA issues. Such items should be sent to the board of directors for inclusion as an agenda item at a future board meeting.
- f.** All communication shall be done in a professional and civil manner – no name calling, threats, etc.

Bulletin Boards

Business Board: The HOA Secretary will post board meeting/Annual meeting notices and agendas within no less than 48 hours of said meeting.

Events Board: The Social and Community Affairs committees may post HOA announcements, events and activity notices, news and info.

Website

The Board of Directors recognizes that the Internet provides an efficient and effective method of communicating information to homeowners. To this end, the Board authorizes one website as the official Links HOA website. The website is located at <http://www.thelinkshoa.org>

a. Purpose: To provide a platform which to distribute official Association messages and information to homeowners in a timely, cost-efficient manner.

b. Oversight: The Website Committee chairperson is responsible for ensuring the Association website is operational, maintained, and that terms and conditions of use are adhered to by users and administrators.

c. Content: The website shall consist of: names and contact information for the Association Board of Directors and Committee Chairs, Member directory, Monthly and Annual Meeting announcements and minutes, Current financial reports, Copies of HOA by-laws, CC&Rs, architectural requirements and forms, homeowner guidelines, arbitration forms, and policy updates. Announcements of social activities and events are recommended.

Members Directory

The use of the Links Members Directory is limited to obtain contact information or mailing addresses for personal friends only. No mass postal mailings, emails, or phone calls for the purpose of advertising or political campaigning is permitted. The directory should be treated as private and not be shared in any form with non-Links homeowners.

Terms and Limitations

The terms of this policy are not intended to abridge or modify any specific communication method required by law and/or the Association's Governing Documents, including any other duly adopted rule or regulation. The Association's Board of Directors and the Association's other duly authorized representatives shall ensure compliance with any other expressly required method of communication, as may be prescribed by applicable law, when conducting Association business.

LINKS RULES ENFORCEMENT

I. INTRODUCTION

Article 13 of the Links CC&Rs titled **Enforcement** authorizes the board to identify and enforce violations; and levy fines.

These Enforcement Guidelines are being presented here so that all homeowners are aware, in advance, of what penalties might be imposed for non-compliance with CC&Rs; By-Lays, Homeowner Guidelines; or any other written notice which might be issued advising a homeowner of a condition which requires correction.

II. RESPONSIBILITIES

- a. The Architectural Review Committee (ARC) has the primary responsibility for seeing the rules are respected and adhered to.
- b. The Board of Directors will support the ARC; but stands to ready to receive written appeals from a homeowner who does not agree with the findings of the ARC. Appeals, however, must be confined to unusual, non-routine matters.

III. NOTIFICATION

The ARC will issue a written notice to any homeowner who is in violation of any rule or guideline, with a copy provide to the HOA Board. The notice will provide specific detail as to the nature of the violation and set a time by which the problem must be corrected.

IV. CORRECTION TIMETABLE

Every notification by the ARC will state the specific time allowed for correction. Listed here are some of the major categories of potential non-compliance with examples of time for correction:

- | | |
|--|----------|
| a. Vehicles and parking violations | 48 hours |
| b. Weed/plant correction and control | 10 days |
| c. Unapproved construction/additions/paint | 28 days |

V. FINES FOR NON-COMPLIANCE

The ARC, with the backing of the Board has the authority to impose a fine for each day that a violation persists beyond the correction time allowed. The correction time allowance starts as of the ARC notification date.

- | | |
|---------------------------------|---------------------------------------|
| a. Vehicles and parking | \$25 a day; \$50 a day after 7 days |
| b. Weed/plant control | \$15 a day; \$30 a day after 7 days |
| c. Construction/Additions/paint | \$50 a day; \$100 a day after 14 days |

VI. RIGHT OF APPEAL

If the homeowner does not agree to respond to the ARC notification as per III above, owner must request a hearing before the Board of Directors, within 10 days. The request should be writing stating the reasons for the appeal; and should be delivered to the president of the Board within 10 days of the ARC notification date.

VII. HEARING

To be scheduled by the board president within 20 days of the homeowner's appeal and conducted in Executive Session of the board. The owner will be given the time to present reasons in support of the appeal; then be excused in order to allow the board to reach a decision and set the terms of the fine if there is to be one. A written copy of this decision will be provided to the owner within 48 hours of the hearing date.

VIII. PAYMENT OF FINES/PENALTIES

The terms, amount, commencement and payment due dates of any fines levied will be delivered to the owner in writing, as follows:

- a. By the ARC if there is no appeal by the owner.
- b. By the HOA Board of Directors if the hearing results in fines/penalties.

The board may also impose, as an additional penalty, any fees incurred by virtue of the board's employment of collection agencies and/or other legal means.

Any fine/penalty not paid as per the payment due date is subject to a late payment penalty of 10% of the amount of the fine. Any unpaid fine will be added to the base amount due on a compounding basis.

IX. CONCLUSION

Members of the Board of Directors are responsible to see that the rules are enforced and enforced even handedly. They are your fellow homeowners who are volunteers. They do not want to be policemen. For minor violations, board members will use "**ticket notices**", which in case of a parking violation, may be affixed to a vehicle. In other cases, these notices will be mailed. The notice will contain the rule as outlined in the CC&R's or other governing documents. Please take the necessary action to correct the violation if you receive a notice.

The Board of Directors are your fellow homeowners who volunteer their time. They do not want to be policemen, but they have accepted the responsibility to enforce the CC&Rs for everyone's benefit. For minor violations, a board member will send you a notice via an email, phone call or left at your door or on your vehicle. The notice will contain the violation of the rule as stated in the CC&Rs or another governing document. Please respond to the notice and take the necessary corrective action.