

**PROCEDURES FOR LEVY OF FINES FOR VIOLATION OF COVENANTS OR ARCHITECTURAL GUIDELINES OF TRADITIONS SUBDIVISION PURSUANT TO ARTICLE 3, SECTION 3, PART C/POWERS AND DUTIES OF THE TRADITIONS DECLARATION OF COVENANTS AND RESTRICTIONS**

1. A detailed description of the violation shall be maintained by the Management Company setting forth the name and address of the alleged violator, date of alleged violation, and a detailed account of the alleged violation. The homeowner will receive a yellow card which gives 5 days to correct the violation. If the violation is not corrected, a red card will be issued giving the Homeowner an additional 3 days to correct the violation.
2. The Management Company will electronically deliver notice via the online owner portal, mail, or hand deliver a letter to the owner at the property address setting forth the alleged violation. The Homeowner has a total of 8 days to rectify the alleged violation from the date of first notice and second notice, if after those 8 days the violation has not been corrected, and the Fine Procedures below are in effect.
3. If the alleged violation is not rectified by the Homeowner within that 8-day timeframe, a 1<sup>st</sup> violation letter noticing a \$50 fine will be sent electronically via the online owner portal and by mail. The Homeowner will then have 30 calendar days from the date of mailing to rectify the violation or deliver written request for a hearing of this assessment. The Request for Hearing form can be viewed and printed by the Homeowner by logging into the owner portal and visiting the community and documents section. A request for hearing shall not suspend the imposition of further fines.
4. If the alleged violation is not rectified by the Homeowner within that 30-day timeframe, a 2<sup>nd</sup> violation letter noticing a \$250 fine will be sent electronically via the online owner portal and by mail. The Homeowner will then have 30 calendar days from the date of mailing to rectify the violation or deliver written request for a hearing of this assessment. The Request for Hearing form can be viewed and printed by the Homeowner by logging into the owner portal and visiting the community and documents section. A request for hearing shall not suspend the imposition of further fines.
5. If the alleged violation is not rectified by the Homeowner within that second 30-day timeframe, a 3<sup>rd</sup> violation letter noticing a \$500 fine will be sent electronically via the online owner portal and by mail. The Homeowner will then have 30 calendar days from the date of mailing to rectify the violation or deliver written request for a hearing of this assessment. The Request for Hearing form can be viewed and printed by the Homeowner by logging into the owner portal and visiting the community and documents section. A request for hearing shall not suspend the imposition of further fines.
6. If the alleged violation is not rectified by the Homeowner within that third 30-day timeframe, there shall be imposed a \$100 per day continuing fine for each calendar day thereafter that the violation is not rectified. Once rectified, the Homeowner will then have 30 days from the date of correction to deliver written request for a hearing of this assessment. The Request for Hearing form can be viewed and printed by the Homeowner by logging into the owner portal and visiting the community and documents section. A request for hearing shall not suspend the imposition of further fines if the violation reoccurs.
7. All fines shall be independent and cumulative. The alleged violator will have the right to due process and be able to pursue his/her appeal to the Board only within the allowed timeframe. If the alleged violator does not pursue his/her appeal, the fine in question shall be final and not subject to any further review. If the Homeowner does pursue its appeal, the Board will hear the alleged violator's position at its regularly scheduled meeting. The Board will then decide whether to enforce or to rescind the fine. The hearing, discussion, and determination can be held in a closed meeting. Once the determination is made, the regular meeting will be reconvened, and the vote to accept or reject the appeal will be taken by the Board.
8. Once a fine becomes final, it shall be assessed to the Homeowner's account and collected in accordance with Article 3 of the Traditions Covenants and Restrictions.
9. If a Homeowner commits the same violation within a one-year period, the first fine shall be set at \$250, the second fine at \$500, and thereafter, the fine being \$100 per day until the violation is rectified. All notice and appeal procedures shall be in accordance with that stated above.

**REQUEST FOR A HEARING**

I hereby request a hearing, to discuss with the Board, the charges made against me as contained in the Notice of Violation dated \_\_\_\_\_, 20\_\_\_\_\_, alleging a violation of the Covenants, By-Laws, Architectural Guidelines, or Rules and Regulations of Traditions.

\_\_\_\_\_  
Signature Owner's Name

\_\_\_\_\_  
Printed Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address City, State, Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Email Address