



c/o Association Services, Inc. (ASI)  
1250 Ironwood Drive, Suite 226  
Coeur d'Alene, ID 83814  
(208) 676-8626 – direct  
(208) 676-8603 – fax

## **FINE POLICY and APPEAL PROCESS**

*Adopted January 24, 2013*

The following Fine Policy and Appeal Process shall be followed for Camden Place Homeowners' Association:

**FIRST NOTICE:** An initial notice of the violation shall be mailed via regular U.S. postal to the owner and tenant requesting compliance within fifteen (15) days or a longer period as set by the HOA Board of Directors - **NO FINE.**

**SECOND NOTICE:** If the violation still exists after expiration of the First Notice period, a second notice requesting compliance within fifteen (15) days shall be mailed to the Homeowner. A **\$20.00 FINE** will be assessed with the second notice and is due immediately.

**THIRD NOTICE:** If the violation still exists fifteen (15) days after mailing of the Second Notice, a third notice requesting compliance within seven (7) days shall be mailed to the Homeowner. A **\$50.00 FINE** will be assessed with the third notice and is due immediately.

**CONTINUING VIOLATIONS:** If the violation still exists seven (7) days after the Third Notice, a **FINE of \$50.00 shall be assessed every day**, commencing on the 8<sup>th</sup> day following mailing of the Third Notice, until the violation is resolved. In addition, the Board shall have the right to remedy the violation and/or take legal action, the cost of which shall be billed to the owner and collected in the same manner as assessments.

**FINES:** No fine shall be imposed without first providing a written warning to the Homeowner describing the violation and stating that failure to correct the violation within the period specified with the warning or another recurrence of the same violation within six (6) months of the most recent violation shall make the Homeowner subject to imposition of a fine. Failure to pay any fine shall subject the Homeowner to the same potential penalties and enforcement as failure to pay any assessments under Article IX (COLLECTION OF ASSESSEMENTS) of the CC&Rs.

The Board of Directors reserves the right to take any action permitted by law or the CC&Rs, in addition to the above mentioned fine policy.

*Fine & Appeal Policy is intended to facilitate CC&R enforcement within the Camden Place community on behalf of the Board of Directors. Pursuant to the CC&Rs, Article XV Enforcement, especially Section 15.3.3 Reservation of Other Remedies: In addition to the remedies set forth above, [the Association] reserves the right to enforce any covenant, condition or restrictions contained herein by any other appropriate action at their option.*

## **APPEAL PROCESS**

- When a violation notice is sent to a Homeowner, such notice shall include a statement notifying the Homeowner that he/she has the “Right of Appeal”.
- When a Homeowner desires to appeal a violation, he/she must notify Association Services, Inc. (Management Co.) in writing within fifteen (15) days after the date of the violation notice containing the fine.
- Appeals shall demonstrate extenuating circumstances which require deviation from the CC&Rs and/or guidelines.
- Appeal shall include all pertinent backup information to support the existence of the extenuating circumstance.
- All decisions of the Board are final and may not be further appealed.
- Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered DENIED.
- The Homeowner appealing the violation will be given written notice that a hearing on the appeal is scheduled.
- The appeal shall be heard in an Executive Session.
- The Board President will introduce all parties.
- Lengthy discussions are not a part of an appeal process.
- The Homeowner who is appealing will be asked to state their case and present any applicable documentation.
- Each Board Member will have the opportunity to ask the Homeowner specific questions regarding the appeal.
- Upon completion of the question and answer period, the Board President will state the appeal has been heard and the Board will make their decision in a closed session. Written Notice of the Board’s decision will be delivered to the Homeowner with seven (7) working days.
- If the appeal is denied, the Homeowner must bring the violation into compliance within seven (7) days. If the violation still exists after seven (7) days, the Homeowner will be fined \$50.00 every day until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Homeowner and collected in the same manner as an assessment.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ASSOCIATION SERVICES, INC. (ASI)  
HOA MANAGEMENT COMPANY FOR CAMDEN PLACE.**

**(208) 676-8626**