

February 24, 1999

TO: GREENBRIER ESTATES II HOMEOWNERS  
FROM: GREENBRIER ESTATES BOARD OF DIRECTORS  
RE: FINE POLICY FOR NON-COMPLIANCE OF CC & R'S

At the February Board of Directors Meeting; the following fine policy for non-compliance regarding CC & R's was approved. The fine policy will go into effect starting March 1, 1999. It is a common practice for an association to set up a fine policy to help ensure the maintenance of all properties in our association. Below represents the notification process to a homeowner who is in non-compliance.

**FIRST VIOLATION LETTER:**

A friendly reminder asking for compliance regarding the specific C C & R.

**SECOND VIOLATION LETTER:**

Asking again for correction of the C C & R and warning homeowner of potential fine to be imposed for non-compliance.

**THIRD VIOLATION LETTER:**

Informing the homeowner that a fine has now been assessed for non-compliance of the C C & R along with information on how to request a hearing if homeowner so desires. If fines are not paid within 90 days after assessment a lien will be placed against the property.

Violations will stay registered with a lot for 12 calendar months from the date of the letter being sent to the homeowner.

**FINE AMOUNTS:**

FIRST FINE	\$100
SECOND FINE	\$200
THIRD FINE	\$200

\*\*\* Foreclosure proceedings begin at the \$500 amount limit. \*\*\*

The board has spent a lot of time coming up with this policy to help suit the needs of the association. It should be remembered that this policy is put into motion to protect the majority of homeowners who do follow the C C & R's and Bylaws as well as spend time, effort, and money on their home and neighborhood to keep them at the standard.