

## Charter Point Covenants & Restrictions Enforcement Process

1. A violation is reported to the Board.
2. The C&R committee reviews the complaint and researches the C&R to determine if the alleged violation is valid.
3. The alleged violation is noted on a working list of infractions and will be investigated by the C&R committee.
4. A C&R committee member will contact the homeowner to discuss the matter in person or by phone or email if the owner lives out of state.
5. If the owner does not take corrective action or submit a corrective action plan within 2-3 weeks of having received notice by a C&R committee member, the C&R chair will send a 1<sup>st</sup> written request for corrective action.
6. If no response is received within 10-14 days from the date of the 1<sup>st</sup> request letter, the CPCA president will send a written notice of the imposition of fines. Fines accrual will commence 14 days from the date of this notice if no corrective action is commenced or plan submitted by that date. Fines will be levied at \$25 per day, not to exceed a period of 30 days from the date of commencement.
7. If the owner continues to ignore the violation and does not submit a corrective action plan within the 30 day fines period, the CPCA chair or CPCA president will send a demand for fines payment letter.
8. If the owner ignores the fines payment demand and continues to fail to correct the violation or submit a corrective action plan, a lien will be filed against the property for the total fine.
9. If the either violation continues to exist or the owner is still unresponsive after the aforementioned steps have been exhausted, the Board will decide whether to file a lawsuit or not.

At any time during the enforcement process, an owner who received notice of a covenants violation may elect to contact a qualified ombudsman, designated by the Charter Point Community Association, for the purpose of affecting an appropriate solution. The ombudsman will report his/her findings to the Board for consideration.