

# **BOARD POLICIES**

West Meadows Estates  
Homeowners Association Inc.

CC&R Standards Committee **Policy 201**

Effective:

By:   
Mike Eastlund, Board President

## **1. PURPOSE**

To provide a method to enforce the CC&Rs that affect all properties in the subdivision.

## **2. PERSONS AFFECTED**

Property owners, residents of properties, guests of property owners and/or residents, Board members, Board officers, and employees of the Association.

## **3. REFERENCES**

Fee and Fine Policy 102

## **4. DEFINITIONS**

- 4.1. **Standards Committee:** A committee supervised by a Board member consisting of up to two community member volunteers or a paid contractor.
- 4.2. **Notice of Violation:** A written notice of a violation provided to a homeowner.
- 4.3. **CCC:** Compliance Committee Chair (designee)
- 4.4. **Property File:** A file maintained of all correspondence and related materials for a property.
- 4.5. **Property Book:** A book with pictures of each property illustrating its appearance when constructed or when the Association was transferred to the homeowners on 6-1-2008.
- 4.6. **Record of Violation Log:** A log containing a list of all violations and dispositions within 180 days.
- 4.7. **Board-initiated correction:** A corrective action ordered by the Board and paid for by the Association.
- 4.8. **“Oops” Notice:** A notice left on a trash container or vehicle on a public street or sidewalk to provide a friendly reminder of a violation.

## **5. POLICY**

- 5.1. All compliance committee members and contractors must be elected or approved by the Board.
- 5.2. All owners, residents, and guests shall follow the Association's covenants, rules, and by-laws or request a variance via a conditional use permit, as applicable.
- 5.3. Initial compliance actions will focus on notification and education to bring homes and properties into voluntary conformity without penalty.

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- 5.4. When applicable, the CCC will notify civil authorities to enforce civil codes and ordinances.
- 5.5. Members shall be notified of Board Policy and CC&R violations via "OOPs" notices attached to property or violation letters delivered by US Mail.
- 5.6. "Oops" notices can be attached to vehicles or refuse containers on the street or sidewalk.
  - 5.6.1. "Oops" notices are not to be used if the inspector must enter upon a property.
  - 5.6.2. After a member's property is tagged with "Oops" notices three times in 180 days, the next violation requires a letter of violation to be sent to the member advising them that any additional violations in 180 days will result in a fine for each occurrence.
- 5.7. A letter notice of violation shall be sent to a member at the address of record via US Mail as required in the Fee and Fine Policy 102.
- 5.8. If a member does not respond to the required violation notification, the CCC shall transfer the file to the Treasurer for fine processing.
- 5.9. The Treasurer shall send a fine notice via first-class US Mail advising that fines are being assessed retroactively to the date of the first letter. Fine notices shall include all previous mailings.
  - 5.9.1. Violations not corrected or appealed within a specified time are subject to fines, as identified in Appendix "A" of fee and fine policy NO. 102.
- 5.10. Members must correct or appeal violations within the specified time to avoid fines or suspend enforcement action.
  - 5.10.1. When the member commits to correction, a mutually agreed-upon time greater than the specified time may be granted.
- 5.11. A repeat violation within 180 days from the correction date may result in an additional fine and re-imposition of a suspended fine.
- 5.12. After 180 days, the CCC shall remove records of violations from the violation log.
- 5.13. The CCC (designee) shall be permitted to enter a lot to abate or remove a CC&R or HOA policy violation.


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5.13.1. The property owner shall be provided with prior written notice and an opportunity to be heard, except in an emergency.

5.14. The cost of such abatement, removal, or correction can be charged to the property owner.

## **6. RESPONSIBILITIES**

6.1. The CCC is responsible for periodic neighborhood inspections for visible violations.

6.2. The responsibility of the CCC is to ensure that a violation record of all observed or reported violations is maintained in the violation log.

6.3. The CCC is responsible for evaluating reported suspected violations within 48 hours (whenever possible) of notification.

6.4. The CCC is responsible for completing and forwarding a letter notice of violation to the responsible property owner.

6.5. The CCC is responsible for re-inspecting the property until the violation is corrected or a fine is required.

6.6. The CCC is responsible for reporting actions of the Standards Committee at Board meetings to include:

6.6.1. Number of violations identified.

6.6.2. Number of pending fines or corrective actions.

## **7. PROCEDURES**

7.1. The CCC shall use preformatted letters or "OOPS" notices to notify the member of violations and record the violation in the violation log.

7.2. Whenever a first-time violation is corrected within the specified period, no further action is needed except for the record retained for 180 days in the violation log.