

THUNDER RIDGE PROPERTY OWNERS ASSOCIATION

Compliance Policy

Purpose: *To ensure compliance with the Association's Governing Documents (including the Articles of Incorporation, By-Laws, CC&Rs, Design Guidelines and Association Rules) and the laws of the State of Arizona, and to maintain, preserve, enhance, and protect the property values and assets of the community.*

1. The owner shall be advised in writing with a Courtesy Notice. The owner will be given ten (this number may be changed depending upon the circumstances) business days to correct the violation or respond to the Courtesy Notice by certified mail.
2. If the owner does not comply with the request in the Courtesy Notice, the Association will send a First Notice of Non-Compliance. The Notice will specify the provision of the Document that has been violated, the date the violation was observed, the name of person(s) who observed the violation, amount of monetary penalty, the process the owner must follow to contest the Notice, and the right to be heard. Most violations will incur a monetary penalty of \$25 per day until the violation is rectified. However, this may be changed at the discretion of the Board of Directors.

The owner will be given ten business days to correct the violation, contest the notice pursuant to statute and/or request an opportunity to be heard.

- 3(A). If the owner complies but requests an opportunity to be heard regarding the monetary penalty, the Association will respond within ten business days.
- 3(B). If the owner does not comply and requests an opportunity to be heard regarding the monetary penalty, the Association will respond within ten business days.
- 3(C). If after ten business days of sending the first Notice, the owner does not comply, and does not request an opportunity to be heard, the Association will send a Second Notice of Non-Compliance which will specify the amount of the monetary penalty, and the right to be heard.
4. If, after ten business days of sending the second Notice, the owner does not comply, and does not request an opportunity to be heard, the Association will send a Final Notice of Non-Compliance which will specify the amount of the monetary penalty, and/or turn matter over to legal counsel for legal action.
5. At any time, the Association may turn a matter over to legal counsel for legal action.
6. When the process of Notices and Hearings (if requested by the owner) is concluded, unless it is determined that no enforcement action is merited, the daily fine will be applied retroactively, beginning on the date of First Notice of Non-Compliance and ending on (and including) the date that the violation is rectified.

Note: The owner is advised to use *certified* mail for all correspondence relating to compliance and enforcement issues.

APPROVED AT THE May 12, 2009 BOARD OF DIRECTORS MEETING.