

PROCEDURE FOR VIOLATIONS OF THE COVENANTS AND RESTRICTIONS OF
LONG'S POND ESTATES

- I. Violation Definition
 - a. Any infraction that reveals home owner neglects or fails to maintain lot or exterior of his/her dwelling in the community.
 - b. This is based on current Covenants and Restrictions of Longs Pond Estates.

- II. Who Can Turn In Violations:
 - a. Longs Pond Home Owner Association Board of Directors.
 - b. Current Homeowners in good standing with Longs Pond Home Owner Association.
 - c. Property Manager of Management Company (Currently William Douglas.)

- III. Who Has Final Say on Violation Letters Sent Out:
 - a. Longs Pond Home Owner Association (LPHOA) Board of Directors.

- IV. Process by which Violation Complaint is submitted:
 - a. Homeowner is found to be in violation of Restrictions and Covenants
 - b. If home owner is making the complaint they follow the process listed on the Longs Pond Homeowner's Web Site www.longspond.org
 - c. They may also submit it directly to one of the board of directors of the LPHOA
 - d. Contact the current management company via phone or e-mail.
 - e. Once received the LPHOA board of directors will review complaint and if valid, will direct the management company to send out a violation letter.
 - f. If property manager of the management company identifies a homeowner is in violation during his monthly drive thru the neighborhood, he will notify the LPHOA board of directors of his findings and wait for board review before sending out violation letter.
 - g. At no time will property manager be allowed to send out violation letter to home owner without approval from the board of directors.
 - h. *If the above process is not followed and a homeowner receives violation letter not approved by board of directors, the board may elect to terminate the management company contract.*

- V. Violation Letter Process
 - a. A letter will be sent to homeowner identifying the violation complaint and requesting compliance. The time frame for compliance for most violations will be 10 days. Structural violations will have a time frame of 30 days.

- b. If home owners have questions or concerns with violation, please contact the current management company (William Douglas currently)
- c. If home owner would like to appeal a violation please refer to page 33 of the Regulations for Long's Pond Estates.
- d. If by review by board of directors, or if property manager or other homeowner's still see non compliance after the allotted time frame, a 2nd letter is sent with \$50 fine. If additional letters are needed to be sent, they will include an additional \$50 fine.
- e. After 5 letters have been sent (\$200 in fines); a lien may be placed on the property.
- f. If continued non compliance, the HOA may foreclose on property.

VI. To Remove Lien from Property

- a. Repair or fix whatever is needed to have the property become compliant with the covenants and restrictions.
- b. Pay all fines, administrative and legal fees.