

## **Verona at Renaissance Compliance Policy**

Statement of Policy It is the policy of the Verona at Renaissance Homeowners Association to encourage voluntary compliance with the Community Covenants, By-Laws, Verona Rules and Regulations and the architectural and design (AC) restrictions of the Association as outlined in the Declaration. In order to foster compliance with these governing documents and restrictions applicable to all Verona Association owners and residents, the Board of Directors has adopted the following procedures.

1. The Community Association Manager shall investigate matters observed or otherwise referred to them for the purpose of determining the existence of a violation. An investigation may be initiated by the Association Manager during routine neighborhood inspections, or violations may be reported in writing (email is acceptable) to the Association Manager by members of the Verona Homeowners' Association.
2. If the Association Manager finds that a violation of the governing documents exists as outlined in the Declaration and Rules and Regulations Documents of Verona, a Courtesy Notice will be mailed, and emailed, to the property owner at the address of record in an attempt to have the violation quickly and voluntarily remedied. If the violation is remedied within fourteen (14) days, communication in writing is made to the Community Association Manager stating the issue has been resolved and the Association Manager verifies that the violation has been remedied, no further action is taken.
3. If, after 14 days from the date of the Courtesy Notice a violation still exists, or there is a reoccurrence of the same violation within one year or there is a third occurrence of the same violation, a Letter of Final Notice will be sent via US mail to the property owner at the address of record requesting immediate remediation and providing notification that the Board may levy a fine if the issue is not resolved within 14 days of the date of the Letter of Final Notice or arrangement is made with management regarding remediation.
4. Should the violation still exist after the allotted time provided in the Letter of Final Notice, management will issue a Fining Letter via Certified US mail to the homeowner at the address of record, and by mail to the renter of the subject property (if applicable) fourteen (14) days prior to the next Verona Board of Directors' meeting informing that the Board intends to levy a fine, which may be up to \$100 per day with a maximum of \$5000 per violation. After the fine is levied by the Board of Directors, the matter will then be scheduled with the Hearing Panel which will allow the owner an opportunity for a hearing. The Fining Letter will provide the date, time, and location of the Hearing Panel meeting.
5. The Hearing Panel will be convened for the purpose of determining whether to confirm or reject the fine or suspension levied by the Board. The Community Association Manager shall present to the Hearing Panel the nature of the violation, documentation of the applicable rule in violation, evidence that the Letter of Final Notice and the Fining Letter were properly sent in a timely manner. At the hearing, the offending party shall have the opportunity to present evidence to the Hearing Panel as to the reason for failure to cure the violation. Such evidence may also be submitted in writing if attendance during the Hearing meeting is not possible. The decision of the Hearing Panel is final. Should the Hearing Panel uphold the fine levied by the Board, such fine will begin 10 calendar days after the date of the Hearing Panel meeting and accrue daily until a) the violation has been cured, or b) the fine has reached the maximum allowed.

Adopted 4/14/2022

Amended 11/9/2022