

Rules Enforcement

1. *Reporting Violations*

1.1. Management Company personnel, any owner, or any resident may report violations.

1.2 Reporting must be done **in writing** to the Management Company, and must state the specific date and time of the incident with a description of the situation and names of persons involved, if known. A record of all violations will be kept.

1.3 Enforcement of rules and regulations will be as directed by the Board, typically by Management Company personnel.

2. *Enforcement Procedure*

2.1 **First Notice of Violations.** Any verified incident, reported by any person given in paragraph 1.1 will result in a letter of warning from the Management Company at the direction of the Board.

2.2 **Second Notice of Violations.** If a second confirmed violation occurs within two years, a letter notifying the violator of a \$50 fine (and, when appropriate, the suspension of amenities privileges) will be sent by the Management Company at the direction of the Board.

2.3 **Subsequent Violations:** The Board has adopted a "serial offender" enforcement policy. Each successive confirmed violation of **any** rule within two years can, and probably will, result in a new fine of double the previous fine. Violations left uncorrected for 30-day intervals will also be considered new serial violations and will be fined accordingly, doubling each time. The Board is quite serious about Rules Enforcement, especially with serial offenders.

2.4 **Failure to Comply.** Failure by the Unit Owner to comply with corrective actions, especially for violations, which influence the maintenance or repair of Burnhaven common property, will result in the Board directing the Management Company to take the appropriate corrective action and to assess the Unit Owner for the cost of incurred services.

2.5 All fines or charges are due 30 days from the date of the notice whether or not an Appeal is pending. Any fine paid late will incur interest at twenty-four percent (24%) per annum from the due date.

3 *Appeal/Request for Review of a Fine*

3.1 A request for review or appeal of a fine must be made by letter to the Management Company within 10 days of the notice date. Said letter must detail the basis for the appeal, or it will be denied.

3.2 All valid requests for review will be heard by the Board in closed session at the next available Board Meeting. Fines can only be rescinded and refunded by the Board.

3.3 The resident will be notified of Board decisions by the Management Company within 72 hours of such review.