

CASA DI AMICI ASSOCIATION

STATEMENT OF ASSOCIATION POLICY NUMBER ONE

EFFECTIVE DATE: April 17, 2007

REVISION NO. 1 EFFECTIVE DATE: January 1, 2010

SUBJECT: PROCEDURES FOR SENDING COURTESY OR VIOLATION LETTERS AND ASSESING FINES.

PROBLEM: Actions taken without the establishment of written policies and the authority of the Board of Directors, and to incorporate in the policy the compliance enforcement policy adopted by the Board on April 17, 2007 and revised January 1, 2010.

STATEMENT: All Unit owners are expected to be familiar with the Rules and Regulations, Policies, and other governing documents of the Association. Compliance is expected. The Board of Directors will seek correction of infractions. If a letter or verbal request is not effective fines are authorized by the governing documents and by applicable law.

POLICY:

1. Prior to any violation notice or letter to Unit owners the Board will have at it's sole and absolute discretion the option of authorizing and sending a "Courtesy" letter beforehand. No courtesy letters will be sent for repeat violations of the same infraction within one (1) year from the date of the first violation letter.
2. Authority to assess fines and issue any letter requests for correction rests with the Board of Directors. Limited authority is delegated in the following paragraph.
3. A vote by a majority of the Board is the preferred method; however, "Courtesy" letters and "Deed Restriction Violation" letters may be initiated by any one member of the Board but with the approval and concurrence of another member of the Board. The approval may take the form of an email or telephonically. The Board member requesting corrective action shall complete a Deed Restriction Violation Form and submit it to the Property Management Company along with the name of the other Board member(s) approving the requested violation letter. This completed form shall be retained by the Board member and the Property Management Company in order to satisfy any documentation requirements. No such form is required for Courtesy letters. Further, any Unit owner may report a Deed Restriction violation to the Property Management Company by completing the Deed Restriction Violation form, who will in turn forward it to the entire Board. One of the five Board members will then verify the alleged violation

(if possible) and that Board member will seek the approval of at least one other Board member to continue the procedure outlined above.

4. The following “compliance enforcement policy” adopted by the Board on January 1, 2010 is included in this policy:

If an initial courtesy letter is not recommended by the Board of Directors then a “First Violation letter will be sent to the unit owner, advising that the violation must be corrected in no less than two weeks.

If the violation is not corrected – a second notice will be sent to the unit owner, advising that the violation must be corrected in no less than seven days.

If the violation is still not corrected – a third and final notice will be sent to the unit owner, advising that a fine may be levied or legal action may be taken if the violation is not corrected immediately.

If the violation is still not corrected – the matter will go before the board, which will consider levying a fine or initiating legal action.”