

Highlands Condominiums Home Owners Association

Rules Enforcement Procedures and Fine Structure

Pursuant to section 4.3 (f) of the Bylaws, one of the duties of the Board of Directors is “promulgation and enforcement of rules of conduct for unit owners, employees, and invitees which shall be consistent with the restrictions set out in Article VII, Section 7.3 of these Bylaws.”

The purpose of this document is to inform all owners of Board-approved procedures to enforce compliance with Article VII, Section 7.3 of our Bylaws and our House Rules (see Highlands Documents at <http://www.highlands97405.com/Members.htm>). Fines are currently being levied only for frequently occurring violations. Violations and fines might be added to the document as necessary and in agreement with the Bylaws and House Rules. Fines are levied to (a) ensure the well-being and safety of all members of the association, (b) minimize costs to the association incurred through rule violations, and (c) deter future rule violations.

Collection of fines occurs as follows:

Once a violation has come to the Board’s attention (through owner complaint(s), owner non-compliance with a stated rule, or observable evidence), the Board Chair will ask the Property Manager to email and mail a hardcopy letter to the unit owner

- a) notifying the owner of the violation and its impact on the association as a whole and/or individual members of the association,
- b) providing a deadline for compliance,
- c) stating the fine to be included in the next dues billing if the deadline for compliance is not met, and
- d) stating the fines to be included in subsequent dues billing until the owner complies.

Deadlines to comply will be set according to the level of impact the violation has on the association or individual members of the association.

If owners want to challenge a warning or appeal a fine, they should send an email to the property manager at highlands97405@gmail.com, who will forward the message to the Board. Board members will then reach out to the owner to reach a mutually agreeable solution through dialogue. If a solution cannot be reached, mediation might be recommended, or legal action might be taken.

PLEASE NOTE:

1. Owners who are renting their units are responsible for sharing this information with their renter(s). Renters are encouraged to bring rule violations impacting them and that cannot be easily and quickly resolved to the attention of the unit owner, who can then contact the Board. Given that rule violations result in fines that will be added to monthly dues billings sent to the owners, the Board will not communicate with non-owners directly regarding rule violations.
2. Rule violations and fines apply to visitors as well. See House Rules, p. 4: “Visitors: Residents are responsible for their guests’ conduct on the property at all times.”

VIOLATIONS AND ASSOCIATED FINES

Violation	Associated Fine
<p>Commercial Activity Conducting commercial activities in a unit without board approval. (<i>Bylaws Article VII, section 7.3.a; House Rules</i>)</p>	<ul style="list-style-type: none"> ○ Warning to seek approval by deadline* ○ \$50 if deadline is missed ○ \$75/mo until compliance ○ If the Board does not approve the commercial activity, \$75/mo until activity ceases <p>*If the activity presents an immediate risk to one or several members of the association, the Board may seek immediate legal action.</p>
<p>Monthly and Special Assessments Failure to pay Monthly Assessments & Special Assessments on time. (<i>Bylaws, Article VI, sections 6.3 and 6.6; House Rules</i>)</p>	<ul style="list-style-type: none"> ○ \$25 late fee ○ \$25/mo until amount is paid
<p>Pets</p> <ul style="list-style-type: none"> ● Failure to pick up pet waste and deposit it into garbage bins. (<i>Bylaws Article VII, section 7.3.d; House Rules</i>) ● Loose dogs or cats (<i>Bylaws Article VII, section 7.3.c; House Rules</i>) 	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation ○ \$50 for subsequent violations
<p>Quiet Hours Quiet hours (10pm to 8am) (<i>Bylaws Article VII, section 7.3.i; House Rules</i>) are enforced only between 10pm and 7am.</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation ○ \$50 for subsequent violations
<p>Garbage/Recycling Inappropriate disposal of garbage, recyclables, kitchen scraps, cigarette butts, Christmas trees. (<i>Bylaws, Article VII, section 7.3.d</i>)</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation ○ \$50 for subsequent violations
<p>Fireplace Inspection Failure to have Proof of Inspection of fireplace on file with the Association. (<i>House Rules</i>)</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$50 if deadline is missed ○ \$75/mo until compliance
<p>Electrical and Laundry Rooms Storing of personal items in electrical room. (<i>House Rules</i>)</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation

<p>Inappropriate use of laundry rooms and equipment, which includes failure to keep equipment clean after use. <i>(House Rules)</i></p>	<ul style="list-style-type: none"> ○ \$50 for subsequent violations
<p>Vehicles/Parking Parking violation (parking in spots assigned to others; storing undrivable or unlicensed cars on property; parking boats, trailers, motorcycles, trucks, truck campers, and like equipment except in an area approved by the Board). <i>(Bylaws Article VII, section 7.3.f, n, o House Rules)</i></p> <p>Parking violations will not be enforced for motorcycles and for trucks in class 1 and 2 (up to 10,000 pounds). Parking of class 3 trucks (up to 14,000 pounds) is allowed if the truck is a heavy-duty pick up. Class 4 and higher trucks may only be parked temporarily for loading or unloading purposes.</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$50 if deadline is missed ○ \$75/mo until compliance
<p>Patios/Decks (Front & Back) Please keep patios clean. Decks should be free from trash, large pieces of furniture, debris, cardboard, car parts, etc. Deck (front & back) cannot be used as a storage area. For questions about what is appropriate please contact the association. <i>(House Rules)</i></p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 if deadline is missed/for first repeat violation ○ \$50/mo until compliance/for subsequent violation
<p>Planters on Decks (Front & Back) Please elevate all planters or containers on decks to allow air to circulate and prevent moisture from deteriorating the wood.</p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 if deadline is missed/for first repeat violation ○ \$50/mo until compliance/for subsequent violation
<p>Repairing Vehicles No repairing of vehicles will be allowed on or next to the premises. If you must repair a vehicle, it should be taken off the premises. This includes tune-ups, changing oil, other fluids, spark plugs, etc. All vehicles in violation of the above may be towed at owner's expense. <i>(House Rules)</i></p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$50 for fist repeat violation ○ \$75 for subsequent violation
<p>Speed Limit The speed limit (5 mph) will be enforced only for driving at more than 20 mph through the complex. Pedestrians, deer, turkeys, raccoons and all creatures have the right of way. <i>(Bylaws Article VII, section 7.3.p)</i></p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation ○ \$50 for subsequent violations

<p>Leasing of unit No unit may be leased or rented for less than thirty (30) days. <i>(Bylaws Article VII, section 7.3.q)</i></p>	<ul style="list-style-type: none"> ○ Warning to correct within 72 hours. ○ \$75/day for first incident following warning ○ \$100/day for subsequent violations
<p>Other Miscellaneous Bylaws and Provisions may be fined if violations are egregious. For example:</p> <p>(a) Soliciting is not permitted. <i>(House Rules)</i></p> <p>(b) No throwing things from balconies or from windows. <i>(House Rules)</i></p> <p>(c) No permanent clothes lines, clothes racks, or other apparatus on which clothes, rags, or similar items are exposed for the purpose of drying. <i>(Bylaws Article VII, section 7.3.g, j, k; House Rules)</i></p> <p>(d) No advertisements or flyers shall be posted on the bulletin boards without the approval of the Association <i>(Bylaws Article VII, section 7.3.h; House Rules)</i></p> <p>(e) No resident or person shall install wiring or electrical or telephone installation, television or radio antenna, machines, or air conditioning units on the exterior of the properties, or that protrude through the walls or the roof of any unit on the properties except as authorized by the Association. <i>(Bylaws Article VII, section 7.3.l; House Rules)</i></p> <p>(f) Do not feed stray animals. Do not feed wild animals. You could make the wild animals sick. Birdfeeders on front and rear decks are exempt. <i>(House Rules)</i></p>	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$25 for first repeat violation ○ \$50 for subsequent repeat violations
POLICIES	
<p>Personal insurance</p> <ul style="list-style-type: none"> • All owners shall be required to carry personal effect, fire, and comprehensive personal liability and premises medical coverage policy. A copy of each such policy shall be filed with the Association within 30 days after purchase. <i>(Bylaws, Article VIII, section 8.2.d)</i> • Owners will have to provide a copy of their personal insurance at the time of each renewal. 	<ul style="list-style-type: none"> ○ Warning to correct by deadline ○ \$50 if deadline is missed ○ \$75/mo until compliance
REC CENTER (see House Rules)	

Giving access key card to an unauthorized individual.	<ul style="list-style-type: none"> ○ Warning and request to retrieve access key by deadline ○ \$50 if deadline is missed/for first repeat violation ○ \$75/mo until compliance/for subsequent violations
Any willful violation of hours, any behavior deemed inappropriate according to the adopted bylaws, bringing pets to rec center or pool and hot tub.	<ul style="list-style-type: none"> ○ Warning ○ \$25 for first repeat violation ○ \$50 for subsequent violations
Inappropriate use of Rec Center (game room, kitchen, weight room, sauna, pool)	<ul style="list-style-type: none"> ○ Warning ○ \$25 for first repeat violation ○ \$50 for subsequent violations
SWIMMING POOL (see House Rules)	
Violation of posted rules.	<ul style="list-style-type: none"> ○ Warning ○ \$25 for first repeat violation ○ \$50 for subsequent violations