

Crystal Meadows HOA Violation Enforcement & Fine Policy

Reporting of Violations: Violations are reported a number of different ways. The most common way is during an inspection done by the management company. Other ways include but are not limited to Board member contact, call-ins and/or e-mails from fellow homeowners/residents.

If you are in violation of any rule in the governing documents (i.e. Articles of Incorporation, By-Laws, Covenants, Conditions & Restrictions [CC&R's], or Rules and Regulations), you will receive notice(s) and/or fining as described below:

Courtesy Letter: The first time an alleged violation is noted either by inspection, call-in or email, a courtesy letter is sent out describing the alleged violation requesting alleged violation be corrected within a thirty (30) day time frame.

Notice of Violation: If the alleged violation has not been corrected in the time frame described in the "Courtesy Letter" (30 days), it is assumed to be a valid violation and a "Notice of Violation" will be sent with a fourteen (14) day time frame for correction. This letter also includes a description of the similar and/or continuing violation, governing document reference, explanation of the fining process, and information on how to request a hearing from the Board regarding the violation.

Fine Notice: If the violation described in the "Notice of Violation" has not been corrected in the time frame required in "Notice of Violation" (14 days), a "Fine Notice" is sent to the homeowner. In the "Fine Notice", a fifty (\$50.00) dollar violation fine will be assessed to the homeowner weekly thereafter (based on the number of times the homeowner fails to correct the violation; please see Table "A" below). The "Fine Notice" includes a specific time frame to correct the violation, includes a description of the similar and/or continuing violation, governing document reference, and explanation of the fining schedule as noted in Table "A".

Fine Schedule:

\$0.00	First courtesy notice of violation with 30 days to correct
\$30.00	Second Similar and/or Continuing Violation with 14 days to correct
\$50.00	Weekly for Third Similar and/or Continuing Violation Not Corrected


Hearing Request: If you dispute the validity of the violation, you will have seven (7) days from the first "Fine Notice" in which to request a hearing. If you fail to do so your right to dispute the fine will be deemed waived and the fine will be final. If at the hearing, the violation is ruled valid, the next level of fine will be imposed if the violation is not corrected within the time frame decided by the Board at the hearing. Fines shall continue as described under "Fine Notice" if violation remains uncorrected. Any unpaid fines will be sent to an attorney for collection after 90 days. Said collection will also result in attorney fees and costs being charged to you. To schedule a hearing, please contact the management company via email or first-class mail.


It is not the intent of the Board to become an enforcement agency submitting fines for every violation. However, it is the intent of the Board to see that the CC&R's along with Architectural Committee Rules and Regulations are followed in a reasonable manner for the quite enjoyment of the entire neighborhood.

THEREFORE this document was adopted by the Board of Directors on 8 of July 2015

Signature: 
Board Member

Signature: 
Board Member

Signature: 
Board Member

Signature: 
Board Member