

Spanish Trail Council of Co-Owners
Policies Procedures & Rules
B - Owner & Resident Rules
9-02 Enforcement of 'Community' Rules
 (approved in concept April Board)

Overview

Board and community recognize that not all rules should have the same enforcement consequence.

Policy

We will encourage community good will and compliance with Community Rules by passing on information and then reminding residents of the rules when the rules are initially broken. If there is continued non-compliance with the Community Rules, we will attempt to enforce compliance by escalating penalties and fines.

Rules

1. Complaints of rule violations **MUST** be made in writing (e-mail, fax or letter). No action will be taken on verbal complaints.
2. Violations will result in the following procedures:

First Offense	Friendly Informational Letter
Second Offense	Friendly Reminder Letter
Third Offense	Official Written Warning
Second Offense	\$10.00 Fine
Third Offense	\$25.00 Fine
Fourth Offense	\$50.00 Fine
Fifth & Continuing Offenses	\$100.00 Fine
3. The increasing fine structure refers only to like violations. There shall be at least a one week (7 days) between upgrading fines in static situations.
4. Warnings and fine notices shall be sent to both the occupant and to the owner of record of the property, if different.
5. Appeals on warning or fines can be initiated by contacting the Board of Directors and/or appearing at the next regular meeting of the Board. The Board of Directors makes the final decision on the appeal. If the violation is not rectified, any and all fines incurred before the Board Meeting will apply if the Board decides against the appeal.
6. **NOTE:** Owners are responsible for the behavior of their tenants. Fines will be levied against owners.

Procedures

The Management Company will make this operational. In the future the Board will revise those procedures as it sees fit.

Revision History

a	4/21/2005	Separated 'Community' infractions and enforcement from 'Legal' infractions
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