

## HTCRHOA Policy

for

### Enforcement of Covenants and Rules

The Board is the instrument for the enforcement of the Covenants and Rules of the HOA. However, it is every lot/homeowner's responsibility to comply with the Covenants and Rules of the HOA. Any lot/homeowner can bring to the attention of the Board any issue that is in violation of the Rules or Covenants of the HOA. This can be done verbally or in writing. The board will respond in kind with its actions and results. The Board will conform to the following procedures when dealing with any reported violation:

1. The Board will designate a specific Board member to deal with the violation as the point person for each complaint of covenant violation.
2. That Board member, the point person, will investigate to ascertain if the complaint is valid and assess whether or not the lot/homeowner is in violation of a specific HTCR rule or covenant.
3. The point person will contact the lot/homeowner to cite the violation and discuss the covenant violation. The lot/homeowner will be asked to correct the situation. A "no later than" date for the corrective action to occur will be agreed upon.
4. If the lot owner is not compliant by the agreed date, the point person will draft a letter for the Board's approval, and signature by the President, stating the violation, the action necessary to correct the violation, and a specified deadline for the corrective action. Further, the letter will state that if no corrective action is taken, the matter will be turned over to the HTCRHOA attorney for resolution.
5. If corrective action does not occur by the specified date, the matter will be turned over to the HOA attorney for further enforcement action(s) as needed. The attorney and the Board will confer on the necessary action(s) to be taken. This action(s) may include a lien on the property, a fine, or a court covenant enforcement action. If the matter goes to the court, in addition to any cost incurred for correcting the violation, the lot/homeowner will be responsible for all court fees.
6. Any changes in covenants, rules, new or amended policies will require a two-thirds (2/3) approval vote by the HOA. These may not be retroactive.