

GREEN HILL MANOR COMMUNITY ASSOCIATION
VIOLATION PROCESS

Approved May 8, 2003

- 1) Send a "first warning" letter of the perceived violation to the GHMHOA member(s):
 - describing the violation(s)
 - identifying the ability to dispute/communicate to the Board in writing, special session, or regular bimonthly meeting.
 - identifying the process of initial "first warning", 60 day later "second warning", and 90 days later fine
 - describing the possibility that if the violation is not resolved the potential of a fine can be levied (referencing the "Green Hill Manor Community Association Fine Schedule".)

- 2) Send a "Second warning" letter of the perceived violation to the GHMHOA member(s):
 - describing the violation(s)
 - describing the fact that the letter is in fact a second notice
 - identifying the date the "first letter" was distributed (with any addition pertinent information; summary of any communication/actions established between first letter and second letter)
 - identifying the ability to dispute/communicate to the Board in writing, special session, or regular bimonthly meeting.
 - identifying the process of initial "first warning", 60 day later "second warning", and 90 days later fine
 - describing the possibility that if the violation is not resolved the potential of a fine can be levied (referencing the "Green Hill Manor Community Association Fine Schedule".)

- 3) Send a fine letter to the GHMHOA members(s):
 - describing the violation(s)
 - describing the fact that the fine is being levied after a "first warning" and "second warning" (with dates and any addition pertinent information; summary of any communication/actions established between first letter, second letter and fine)
 - identifying the ability to dispute/communicate to the Board in writing, special session, or regular bimonthly meeting.
 - Referencing the "Green Hill Manor Community Association Fine Schedule".