

<b>Title:</b>	Homeowners Association Penalty Standard	<b>Effective:</b>	05/01/2013
<b>Version:</b>	3.0	<b>Classification:</b>	Required



**Any identical violation(s) reported within 3 years of the first notification shall be considered an extension of the original violation and will immediately progress to the next step of the escalation process. This includes immediately assessing fines or resolving at the homeowners expense if final notices have been previously issued.**

When a violation is observed or reported against the Homeowners Association Governing Documentation, the following process shall be followed:

1. **Confirmation** - The Hampton Place Homeowners Association and/or their delegate(s) will review the reported violation and validate violation does exist. If confirmed, the remaining process will be enacted as applicable.
2. **Informational Notice** – The resident will receive a letter from the Hampton Pace Homeowners Association and/or their delegate(s) specifically defining:
  - The violation identified
  - The specific declaration(s) in violation
  - Requested resolution timeframe
    - In most cases, homeowners will have 21 days to resolve the issue.
    - If a violation poses a health, safety or security risk to anyone in proximity of violation an expedited resolution timeframe may be enacted.\*
3. **Final Notice** – The resident will receive a final letter from the Hampton Pace Homeowners Association and/or their delegate(s) specifically defining:
  - The violation identified
  - The specific declaration(s) in violation
  - Final Resolution Timeframe – 7 Days

**A \$10.00 administrative fee shall be assessed against the homeowner in violation as part of this notice.**

4. **Weekly Assessment Commencement and/or Homeowners Association Remediation**  
After the 7 day timeline has passed, and the lot is still out of compliance:
  - **The homeowner of the lot shall be charged \$100 per week (per violation) until the lot is back in compliance.**
  - **In accordance with the Declaration of Covenants, Article VIII, Section 7.5, the Homeowners Association may exercise their right through its agents, contractors and employees to remediate the violation at the homeowner's expense.**

5. **Hearing** – Homeowner may request a hearing for an extension in resolving their violation(s) with the Hampton Place Homeowners Association Board of Directors. The following will be considered in issuing a judgment:

- Violation in Question
- Applicable Penalties
- Acceptable Resolutions
- Closure of Violation

The Hampton Place Homeowners Association Board of Directors will preside over all hearings. A quorum must be present. Judgments will be issued based on majority rule and are considered final. Please contact the Homeowners Association Board of Directors at [info@hamptonplace.org](mailto:info@hamptonplace.org) to request a hearing.

**One-Time Fee Waiver**

Effective for fees charged October 9, 2018 and beyond, the Hampton Place Board of Directors authorizes each lot a one-time fee waiver during the duration of ownership of their home. This waiver option is limited to the following (excluding any administrative fees).

- First Violation Fee
- First late fee for dues

**Financial Penalty Structure**

Per Article VIII of the Declaration of Covenants, the Homeowners Association has the authority to levy fines in addition to other penalties for non-compliance of Hampton Place Governing Documentation. Below outlines the standardized penalty structure approved by Board of Directors.

Note: The Board of Directors reserves the right to deviate from penalties at any time. Elevated penalties may be considered in the event of safety concerns, severity, number of reoccurrences, and impact to the overall community.

**\*Immediate Resolution**

If such violation posts a health, safety or security risk, then no notice or hearing need be given.

The Association may assess the cost of such resolution against the subject Lot in accordance with Article VIII, Section 7.5 of the Declaration of Covenants. These costs are in addition to and may supersede the financial penalties stated above.

**Revision History**

Date	Version	Description
5/21/13	1.0	Document Ratified and Published
07/07/17	2.0	Notification process updated; Resolution timelines updated, Financial penalties updated, Hearing process updated, Verbiage updated to include HOA management company.
10/08/18	3.0	New Section: One-Time Fee Waiver