

**PINECREST VILLAGE HOMEOWNERS ASSOCIATION  
THE BOARD OF DIRECTORS  
POLICY**

**VIOLATION NOTIFICATION AND FINE IMPOSITION**

The Pinecrest Village Homeowners Association (HOA) Board of Directors (BOD) is entitled to impose fines for violation(s) of The Village Declaration restated on October 10, 2010 and the Architectural Controls: Guidance, Rules and Regulations as approved by the BOD and adopts this resolution. The BOD may appoint a Compliance Committee to act on its behalf and provide recommendations thereto. The procedure for imposing fines for such violation(s) is set forth below:

1. **“Friendly Reminder”** - A written “Friendly Reminder” together with a request to cease and desist from an alleged violation(s) shall be sent to the Tenant/Owner via regular mail and shall specify:
  - a. The alleged violation(s);
  - b. The action required to correct the violation(s); and
  - c. A time period for compliance of not less than fourteen (14) calendar days.
  - d. The BOD may provide a copy of the letter to the Tenant/Owner.(NOTE: This step can be skipped if desired.)
  
2. **“Notice if Violation”** - If the violation(s) continues past the period allowed in the “Friendly Reminder”, or if the same rule or provision of the governing documents is subsequently violated, a written “Notice of Violation” together with a request to cease and desist from an alleged violation(s) shall be sent to the Tenant/Owner via regular mail and shall specify:
  - a. The alleged violation(s);
  - b. The action required to correct the violation(s); and
  - c. A time period for compliance of not less than fourteen (14) calendar days; and
  - d. A statement that unless the violation(s) is correct, sanctions may be imposed after notice and hearing.
  - e. The BOD may provide a copy of the letter to the Tenant/Owner.
  
3. **“Notice of Hearing”** - If the violation(s) continues past the period allowed in the “Notice of Violation” or if the same rule or provision of the governing documents is subsequently violated, the BOD shall serve the Tenant/Owner with written “Notice of Hearing” via certified and regular mail. The notice shall contain:
  - a. The alleged violation(s);
  - b. The time and place of the hearing, which shall not be less than seven (7) calendar days from the date of the notice; and
  - c. An invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf;
  - d. The proposed sanction(s) to be imposed, which may include the imposition of a fine.

#### **4. Hearing**

- a. The hearing shall be held pursuant to the Notice of Hearing and the Tenant/Owner shall be afforded a reasonable opportunity to be heard.
- b. Prior to any sanction becoming effective, the HOA shall submit proof of the notice and the invitation to be heard which shall be attached to the minutes of the BOD meeting.
- c. The minutes of the meeting shall contain written statement of the results of the hearing and the sanctions, if any, to be recommended/imposed by the BOD.

**5. Imposition of Fine and Any Other Sanctions** - After the hearing, the BOD shall determine the amount of fine (per the attached Fines Guidelines), its due date, and any other sanctions to be imposed and shall send notice via certified mail (with charges billed to the Tenant/Owner) to the Tenant/Owner.

#### **6. Request for Reconsideration to the BOD**

- a. The Tenant/Owner may request reconsideration by the BOD.
- b. In order to schedule an appearance before the BOD, the Tenant/Owner must submit a written request to the BOD President within fourteen (14) calendar days of receipt of notice of the sanctions.
- c. The meeting will be held pursuant to the Notice of Hearing and the Tenant/Owner shall be afforded a reasonable opportunity to be heard.
- d. After the meeting, the BOD shall issue a ruling on whether the sanction stands, is modified or is rescinded.
- e. The BOD shall send a written notice to the Tenant/Owner of its ruling.
- f. The ruling of the BOD will be final.

**7. Payment of Fine and/or Penalties** - The BOD shall advise the Tenant/Owner that any fine that is not paid by its due date, is delinquent and subject to late fees and/or interest.

**8. HOA Attorney** - Copies of all correspondence, the BOD will provide rulings, etc. to the HOA attorney.

Adopted by the Pinecrest Village Homeowners Association Board of Directors on 3/22/11, 12/20/11, Revised and adopted 2/26/13, approved 4/15/14, 12/18/14, 3/16/16, 2/25/19

**PINECREST VILLAGE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
RESOLUTION**

**FINES GUIDELINES**

1. No fine shall be assessed until the Tenant/Owner who has committed the violation has been given due written notice and opportunity for a hearing.
2. Monetary fines for violations of the governing documents and rules and regulations of the HOA are as follows:

First Violation	\$25
Second Violation (of same nature)	\$50
Third Violation (of same nature)	\$100
Each Violation after the third (of same nature)	\$200

The BOD shall have the authority to deviate from the above schedule based on its discretion.

3. Fines not paid by their due date will be subject to a late fee resulting in the doubling of the fine every fifteen (15) calendar days until paid. The Association shall be authorized to take each and every legal step necessary under Washington State Law to foreclose against the lot and/or living unit owned by the owner for purposes of collecting the fine.
4. If a corrected violation reoccurs within six (6) months of the initial date of the violation, the fine or enforcement procedure may immediately resume at the next level.

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