

# Scott Lake West Homeowners' Association (SLWHA)

## Notice of Fine Process

### INTRODUCTION

The SLWHA Compliance Committee encourages communication as a vehicle to promote harmony between the neighbors in Scott Lake West. In any matter that causes conflict between neighbors, residents are encouraged to speak with their neighbors first before submitting a written complaint. Many times neighbors do not realize that they are violating provisions of the Covenants & Restrictions of SLWHA. The Committee also encourages residents who have been contacted by their neighbor concerning a violation not to take the suggestion as a personal attack, but rather respond respectfully and civilly. We all would like to maintain or increase the value of our property and live peacefully in a neighborhood that is in compliance with state, county, and SLWHA Codes, Covenants & Restrictions.

### NOTICE OF FINE PROCESS

The *Notice of Fine Process* begins after an owner or tenant in violation fails to comply with the request(s) from the SLWHA Board of Directors (BOD) to rectify a violation of the SLWHA Covenants & Restrictions.

The BOD sends a *Notice of Fine* letter to the owner and/or tenant. The notice will include the violation, fine structure, timeline, and procedures for requesting a hearing. Documents will be hand delivered or sent Certified Mail with receipt of delivery confirmation.

If no hearing is requested, and the violation remains uncorrected, on the fifteenth (15) day from date of delivery of the notice, the fines stipulated in the **FINE STRUCTURE** section will commence.

If the owner or tenant disputes the violation / fine, or needs additional time to comply, they may request a hearing. Hearing requests must be submitted in writing and received by the SLWHA BOD within fourteen (14) days of the date of receipt of the *Notice of Fine*. No fines will be imposed until the hearing is completed and a decision is rendered.

### FINE STRUCTURE

Should the violation not be corrected within fourteen (14) days from the date the *Notice of Fine* is delivered, and a hearing is not requested, a fine of \$50 will be assessed against the owner or tenant on day fifteen (15).

Should the violation not be corrected within fourteen (14) days of the first fine, the \$50 fine shall be levied for each day that the violation continues up to a maximum fine amount of \$1000.

At any time after the daily fines begin to accrue, the BOD (at their discretion) shall have the right to (1) remedy the violation and bill the owner; (2) turn the matter over to legal counsel for resolution. The owner will be responsible for all legal expenses incurred by the Association for resolution of the violation and collection of the fine(s).

## **TIMELINE**

**Day 1** - *Notice of Fine* is received by owner or tenant from BOD.

**Day 1 thru 14** - Owner or tenant may;

(1) Resolve the violation and notify the BOD of compliance.

(2) Request a compliance hearing\*. BOD sends directive letter to Compliance Committee contact to initiate the hearing process. The Compliance Committee schedules a hearing and notifies owner or tenant within seven (7) days.

\*No fines will be imposed until the hearing is completed and a decision is rendered.

**Day 15** - \$50.00 fine is imposed. (If no hearing is requested) . The \$50 fine shall be levied for each day that the violation continues up to a maximum fine amount of \$1000.

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All fines will cease when owner or tenant provides validation of compliance to the BOD.  
All fines accrued until compliance is met will be due and payable to the SLWHA Treasurer of record.

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