

# **FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.**

## **POLICY RESOLUTION NUMBER 3**

### **Rules, Compliance and Enforcement Procedures**

WHEREAS Article XI, Enforcement, of the Declaration of Protective Covenants, Conditions and Restrictions (CC&Rs) for Forest Heights provides authority to the Board of Directors to create and enforce rules relating to the community;

AND WHEREAS the Association is governed by the CC&Rs, which includes the Declaration of Protective Covenants, Conditions and Restrictions, architectural design guidelines, construction regulations, rules and general policies of the Association. The CC&Rs protect the common interests of all lot owners by helping to preserve optimum property values and provide an organization that works on behalf of the community to minimize the effects of both construction and non-construction related activities;

### **NOW, THEREFORE, BE IT RESOLVED THAT**

1. The “Outline of Compliance Procedures and Remedies” is provided as adopted rules and guide to lot owners to assist in understanding the procedures and remedies available to the Association, particularly as they relate to activities on individual lots. Lot owners and builders are simply asked to comply with the Association’s CC&Rs and avoid requiring the Association to become involved in compliance issues.
2. The “Outline of Compliance Procedures and Remedies” lists a number of situations that may occur and identifies the sequence of procedures employed to gain compliance. Those items not specifically addressed in the list will be handled in a manner that is consistent with the general application of the listed procedures. A copy of the “Outline of Compliance Procedures and Remedies” is attached as Exhibit A.
3. Before filing a complaint and requesting assistance from the Association, the individual making the complaint is responsible for contacting the offending party in an effort to remedy the situation.
4. Any complaint filed with the Association should clarify the steps already taken to resolve the situation by the individual making the complaint.
5. In most situations the Association’s representative will make an effort to telephone the lot owner and/or builder informing them of the compliance problem, offering assistance and information to help resolve the situation. In addition to attempting to reach the party by telephone, a written notice is mailed regarding the issue and clarification of time frames and fines that may apply. Successful telephone contact includes voice mail messages. Multiple telephone calls will not be attempted. Some infractions require no advance notice before the Association takes steps to remedy a situation or assess a fine. In cases where a notice of violation is posted on the lot, there will be no notification of the offending party in advance by telephone.

6. In a situation where there is an immediate threat to health, safety, or the environment, the Association may elect to rectify the situation immediately, without notice, and charge the lot owner(s) for any costs incurred.
7. Individual lot owners are responsible for assuring that the Association has current owner and builder information, including phone numbers and mailing addresses. Association lot owner records are maintained by the Management Company. Successful notification is based on the date of the telephone call or first class mailing of the notice, whether or not the lot owner's phone number and address is correct in the Association's records.

ATTEST:

**October 6, 1999**  
DATE

**/George Marshall/**  
FHHOA Board of Directors