

Cliff Rose Homeowners Association

Compliance Policy

Purpose: To ensure compliance with the Association's Governing Documents (including the Articles of Incorporation, CC&Rs, Bylaws, and the Rules and Regulations) and the laws of the State of Arizona, and to maintain, preserve, enhance, and protect the property values and assets of the community, the Cliff Rose HOA adopts the following compliance policy.

- 1) The owner will receive a Courtesy Notice by regular mail citing the violation, and the owner will be given twenty-one (21) calendar days to correct the violation, to contest the notice, or to request an opportunity to be heard per A.R.S. 33-1803. The Board, at its discretion, may increase the number of days allowed to correct the violation.
- 2) If the owner does not comply with the request in the Courtesy Notice within twenty-one (21) days, the Association, as required by Arizona State Statute 33-1803, will send a written **First Notice** by certified mail that will specify:
 - a. the provision of the document that has allegedly been violated,
 - b. the date of the violation or the date the violation was observed, and the address of the violation,
 - c. the first and last name of the person or persons who observed the violation, and
 - d. the process that the member must follow to contest the notice. A copy of the compliance policy will be enclosed.

The owner will be given ten (10) days from the date of the First Notice to respond to the Association by certified mail (required by state statute) to contest the notice, to request an opportunity to be heard, or to correct the violation. If the violation has not been corrected or contested within ten (10) days, the violation will be considered validated, and a first-level fine of \$100.00 will be imposed.

- 3) If the violation has not been corrected within 10 days of date on the First Notice, a **Second Notice** will be sent by certified mail. If the violation has not been corrected or contested within ten (10) days from the date of the Second Notice, an additional second-level \$150.00 fine will be imposed in addition to the first-notice fine.
- 4) If the violation has not been corrected within ten (10) days of the date on the Second Notice, a **Third Notice** will be sent by certified mail with a return receipt acknowledgement. If the violation has not been corrected or contested within ten (10) days of the Third Notice, an additional third-level \$250.00 fine will be imposed in addition to the first- and second-notice fines. The Board may also take further action by sending the account to collections and/or initiating legal action.
- 5) Nothing as set forth above will limit the Board's right to take immediate legal action at any time, regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion requires immediate action.

Monetary Fine Schedule

Courtesy Notice	No fine
First Notice of Violation	\$100.00
Second Notice of Violation	\$150.00
Third Notice of Violation	\$250.00

Failure to comply after the Final Notice, the owner will be charged an additional fine of **\$250.00 every thirty (30) days** until the violation is corrected. The fines are for each violation a homeowner may incur.

Adopted: Date 2/15/24 Board President: Anna Whitmore