

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 alleged 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 alleged violation in the Courtesy Notice has not been corrected 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 states the alleged violation and includes:
 - 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 one-hundred dollars (\$100) 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 one-hundred-fifty dollar (\$150) fine will be imposed in addition to the first-notice fine.
- 4) In addition to the fines, if the violation has not been corrected within ten (10) days of the date on the Second Notice, a Final 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 Final Notice, an additional third-level two-hundred-fifty dollar (\$250) fine will be imposed in addition to the first- and second-notice fines.
- 5) At any time, the Association may turn a matter over to legal counsel for further action.

Monetary Fine Schedule

Courtesy Notice	No fine
First Notice of Violation	\$100
Second Notice of Violation	\$150
Final Notice of Violation	\$250
Total	\$500

The fines are for each violation a homeowner may incur. If the violation(s) are not cured within the prescribed timeframe and reach \$500.00, further action by the Board may include sending the account to collections or initiating legal action.