

CC&R VIOLATION NOTIFICATION PROCEDURES

The following is a guideline to the basic procedures to be used by the Mountain Gate Owners' Association Board and its appointed committees to include the Architectural Control Committee (ACC). This outline is the basic procedure to be followed in the event of a homeowner or other entity is in violation of any one or more the association's rules as stated in the Mountain Gate Owners' Association Covenants, Conditions, and Restrictions (CC&Rs).

General Policy - In all cases it is preferred that a dialogue be established with the violating party and work to solve violations in a neighborly and collective concern for our community. All correspondence will provide contact information (either phone, address or both) for the homeowner to contact the board or ACC for clarification or questions.

The majority of violations occur within the responsibilities of the Architectural Control Committee. Violations outlined in the CC&Rs SECTIONS 5 and 6 will be the responsibility of ACC. Notification to the violating party will follow this procedure:

First Notice - Either in writing or a verbal (preferred) notification of the exact violation, the CC&Rs section that relates to the violation and what is necessary to eliminate the violation. All notification at this level is done in a kind and neighborly tone.

After 15 days if no action:

Second Notice - Must be in writing. Indicate clearly the violation, the CC&Rs section that relates to the violation. Indicate that they have 15 days to correct the violation and exactly what is necessary to correct the situation and eliminate the violation.

After 15 days additional days if no action:

The Association Board will be advised of the situation and provided copies of all correspondence and a brief overview of the action taken and the current status.

If no action after the above process has been exhausted the board will review the violation at its next meeting or via e-mail and determine the next level of response within the remedies outlined in the CC&Rs SECTION 7.

Board First Notice - Certified Letter clearly outlining the violation and the required corrective action in reasonable detail and such Owner's failure to correct the violation with such time period, will result in a fine as detailed in SECTION 7 of the CC&Rs. If further action is necessary then the Board can review the possibility of additional fines or entering the violating lot to correct the violation to the satisfaction of the Board as outlined in SECTION 7.