

# Stillmeadow Courts HOA, Inc.

- General Information
- Rules & Regulations
- Maintenance Responsibility Matrix



## Table of Contents

<u>Category</u>	<u>Page #</u>
I. General Information	
A. Emergency/Other Phone Numbers.....	3
a. When to Call 911.....	3
b. 911 Calling Procedure.....	3
B. Property Manager.....	3
C. Request for Service.....	4
D. Master Water Shutoffs.....	4
E. Maintenance Fees.....	5
F. Your Association.....	5
G. Board Meetings.....	5
H. Seasonal Vacant Home.....	6
I. Definitions.....	6
II. Rules and Regulations	
A. Homeowner Responsibilities.....	6
a. Use of a Town Home.....	6
b. Rental of a Town Home.....	7
B. Architectural Grounds Usage.....	7
a. Variance requests.....	8
b. Borders.....	8
c. Decorations.....	8
d. Flags.....	9
e. Plants.....	9
f. Signs.....	10
C. General Grounds Usage	
a. Fire Pits.....	10
b. Littering.....	10
** Vehicles	
1. Speed Limit and Stop Signs.....	10
2. Parking.....	10
3. Snowmobiles and ATVs.....	12
d. Noise.....	12
e. Pets.....	12
f. Pools.....	13
g. Safety.....	13
h. Solicitation.....	14
i. Trash Removal and Storage.....	14
j. Shading Devices.....	14
D. Penalties and Due Process .....	14
a. Identifying Violations.....	15
b. Enforcement Procedures.....	15
c. Penalties.....	16
III. Maintenance Responsibility Matrix .....	18

## I. GENERAL INFORMATION

Welcome to Stillmeadow Courts townhome community. This document is intended to provide you with the information you need to live in peace and harmony with your new neighbors.

### A. EMERGENCY/OTHER PHONE NUMBERS:

- Ambulance 911
- Fire 911
- Sheriff 911
- State Police 244-2410
- Dog Warden 223-0780
- Fairport Electric 223-0440
- Recycling Center 254-2106 (for questions or blue boxes)

a. **WHEN TO CALL 911:** The 911 emergency number should be called if someone is in distress, or whenever it is believed there is criminal or potential criminal activity being observed. This may include, but not be limited to, drug activity, possible underage drinking, alcohol or drugs being consumed in our parking or common areas, etc. Further, if our noise ordinance is being violated, you may also call 911.

b. **911 CALLING PROCEDURE:** Many residents are reluctant to call 911 for fear of retribution or retaliation. If you prefer to protect your identity, you may do so by telling the 911 operator that you do not want to be interviewed (DNI). Should the sheriff's deputy require additional information from you, they could contact you privately.

B. **PROPERTY MANAGER:** To request maintenance, discuss payment issues, obtain general information, or to ask any questions, please contact the Property Manager's Office:

**CROFTON PERDUE ASSOCIATES, INC.**

111 Marsh Road, Suite 1  
Pittsford, New York 14534  
Phone: (595) 248-3840  
Fax: (585) 248-3666

Crofton Perdue's website: [www.croftoninc.com](http://www.croftoninc.com)

**Property Manager: Jim Manetta**

**Assistant Property Manager: Mary Brennan**

Office hours: 8:30 AM to 5:00 PM - Monday through Friday. In case of emergency, call the appropriate authority first (911). Crofton Perdue provides phone coverage after office hours, weekends and holidays for urgent matters.

- C. REQUESTS FOR SERVICE:** All requests for exterior service should be directed to the Crofton Perdue office. Requests for maintenance can be called in (248-3840) or submitted electronically by accessing the Crofton Perdue website ([www.croftoninc.com](http://www.croftoninc.com)) and opening the Stillmeadow Courts link.
- D. MASTER WATER SHUT-OFFS:** In case of a problem with the main water line in a unit at Stillmeadow, each homeowner should be aware of the location of the main shut-off in his or her building to minimize damage. The location of the shut-off in each building is provided below. Please keep this information accessible.

<u>CINNAMON CIRCLE</u>		<u>LOWER HILL LANE</u>	
<u>Building</u>	<u>Shut-off Location</u>	<u>Building</u>	<u>Shut-off Location</u>
25,27	27 Cinnamon Cr.	2-16 (even)	2 Lower Hill
29,31	31 Cinnamon Cr.	15,17	15 Lower Hill
33,35	35 Cinnamon Cr.	18-28 (even)	18 Lower Hill
37,39	37 Cinnamon Cr.	30-36 (even)	30 Lower Hill
41,43	41 Cinnamon Cr.		
45,47	45 Cinnamon Cr.		
<u>MAYBROOK LANE</u>		<u>SPRING HILL LANE</u>	
<u>Building</u>	<u>Shut-off Location</u>	<u>Building</u>	<u>Shut-off Location</u>
2,4	4 Maybrook La.	2-16 (even)	16 Spring Hill
6,8	8 Maybrook La.	9,11	9 Spring Hill
10,12	10 Maybrook La.	15,17	17 Spring Hill
14-28 (even)	20 Maybrook La.	19,21	19 Spring Hill
15,17	17 Maybrook La.	22,24	22 Spring Hill
19,21	21 Maybrook La.	23,25	25 Spring Hill
		26,28	28 Spring Hill
		27,29	27 Spring Hill
		30,32	30 Spring Hill
<u>TREETOP DRIVE</u>		<u>VISTA VIEW DRIVE</u>	
<u>Building</u>	<u>Shut-off Location</u>	<u>Building</u>	<u>Shut-off Location</u>
1,3	3 Treetop Drive	1-11 (odd)	11 Vista View Drive
2,4	4 Treetop Drive	15-25 (odd)	15 Vista View Drive
5,7	5 Treetop Drive	18-28 (even)	18 Vista View Drive
6,8	6 Treetop Drive	29,31	29 Vista View Drive
10,12	10 Treetop Drive		
9-25 (odd)	25 Treetop Drive		
24-34 (even)	24 Treetop Drive		
27-41 (odd)	27 Treetop Drive		

- E. MAINTENANCE FEES:** Maintenance fees are due the first of each month. Fees received after the 15<sup>th</sup> of the month are subject to a 10% late charge. A charge of \$50 will be added to any check returned from the bank due to insufficient funds. Unpaid maintenance fees and penalties will accumulate late charges until paid in full. Late fees and check penalties are deposited in the general funds of the Association. Maintenance fees unpaid for two consecutive months will result in a lien on the property. When a past-due amount exceeds \$500, the account is placed in the hands of the Association's attorney for collection. Legal fees and late fees will continue to accumulate and are the responsibility of the homeowner.
- F. YOUR ASSOCIATION:** Living in a shared community has its rewards and benefits, but also imposes certain obligations and restrictions. The main body of rules and laws applying to this community is contained in the Offering Plan which you received when you bought your home. In addition, the Board of Directors has the power "to make reasonable rules and regulations and to amend the same from time to time. Residents and guests are entitled to enjoy the property, but in doing so are expected to observe the Rules and Regulations of the Association.
- G. BOARD MEETINGS:** Board meetings are generally held on the 2nd Monday of each month at Crofton Perdue's offices (111 Marsh Road, Suite 1, Pittsford, 14534). Check with Crofton Perdue to confirm dates. The first part of each meeting is dedicated to homeowner concerns. Contact the Property Manager if you wish to be included on the meeting agenda. All homeowners are welcome to attend.

The Annual Meeting of the Homeowners Association is held each November. Election of the Board members is held at that time. Board members are elected for a term of two years, with up to three Board members being elected each year, and one Board member appointed by Stillmeadow Properties.

Subcommittees provide the working structure for the business of the Association and may include:

- Buildings and Grounds
- Budget and Finance
- Nominating
- Pets and Parking
- Homeowner Relations

These committees provide an excellent forum for resident input in areas of their interest and/or experience. All are encouraged to participate.

**H. SEASONAL VACANT HOME:** If you are leaving for an extended vacation (i.e. away for the winter), please secure your home to guard against waterline breakage and burglary.

- Turn off water and drain interior plumbing system. Put nontoxic antifreeze in traps as a precaution
- Keep an adequate amount of heat in the home - no lower than 55°F
- Discontinue newspaper and mail delivery
- Have someone check your home at least once a week. Inform your neighbor and the Property Manager where you can be reached in case of an emergency and who has a key to your town house
- Re-route answering machine messages

**I. DEFINITIONS:**

- **Association** – All Stillmeadow Courts Homeowners
- **Property Manager** – Crofton Perdue Associates and its successors
- **Board of Directors** - The elected Board of Directors of the Association
- **Homeowner** – Resident or non resident owner of a town home
- **Common area** - The area outside a town home, garage and patio area

## **II. RULES AND REGULATIONS**

The purpose of this section is to outline answers to some of the more frequently asked questions about the rules contained in the Declaration and By Laws and to declare additional rules which have been passed by the Board of Directors. It also puts forth a system of penalties and due process when the Rules and Regulations are not followed. If further clarification is needed or a subject of interest is not mentioned, please contact Crofton Perdue Associates.

**A. HOMEOWNER RESPONSIBILITIES:** Every resident and homeowner is responsible to adhere to and to enforce upon their family members and guests the Declaration, By-Laws and the Rules and Regulations set forth in this section. At the end of this booklet, the Maintenance Responsibilities Matrix outlines specific maintenance responsibilities for the homeowner and for the Association.

- **Fogged windows:** Homeowners are responsible for replacing fogged windows. A notice will be sent to the homeowner notifying them of

the issue. \*If only the glass will be replaced, no variance request is required. \*If window will be replaced, a variance request is required.

- No noxious or offensive activity shall be carried on in any town-home or in the common areas, nor shall anything be done therein either willfully or negligently, which may be or become an annoyance or nuisance to other townhouse owners or occupants
- Nothing shall be done in any town house or common area which would impair the structural integrity of any building or structurally change any building
- Residents shall not cause or permit any unusual or objectionable noise or odors to be produced in or emanate from their units
- No resident or any of his or her agents, employees, licensees or visitors shall, at any time, bring into or keep in his or her unit, any flammable, combustible or explosive fluid, material, chemical or substance other than common household items such as hair sprays, cleaning agents, etc. which can also be flammable when not used in accordance with label directions
- The homeowner/resident is responsible for removal of any stains or spills on the driveway.
- Patio and Surrounding Area: Homeowners are responsible to keep all owner-enhanced areas free of weeds and debris. A non-compliance notice will be sent to the homeowner if the area is not in compliance. If the Association needs to correct the situation, the homeowner will be billed for the cost of cleanup/correction.
- Nothing shall be done or kept in any home or common area that would increase the insurance rate for any building or its contents, cause cancellation of the insurance covering any building or its contents or violate any laws

a. **USE OF A TOWNHOME:**

- The townhouse shall be used for single family residential purposes only, in conformance with the uses set forth in the Declaration

b. **RENTAL OF A TOWN HOUSE:**

- Any owner who rents or leases his or her townhouse to another party must inform that party of the requirements of the Declaration and By-Laws as well as this document. Copies of all said documents must be included in the lease
- The owner of the townhouse will be responsible for his or her share of any assessment if repair or rebuilding is necessary on the lot or home due to damages caused by the resident(s) or guests

- The owner is responsible if a renter fails to conform to said documents identified above

**B. ARCHITECTURAL AND GROUNDS USAGE:** The objectives in establishing architectural controls are to:

- Maintain harmony and common appearance
- Minimize effects which attachments would have on maintenance requirements and structure
- Minimize safety hazards
- **VARIANCE REQUESTS:** Homeowners are responsible for maintaining variance approved changes or additions. Variance Request forms are available on the website or by request of Crofton Perdue's office.
  - Any changes or additions to the exterior of buildings, grounds, decks or space under decks, including any staining, must first receive approval from the Board of Directors via a variance request form. Some common examples of changes needing prior Board approval are exterior doors, window replacement, awnings, exterior light fixtures, window boxes, plantings of shrubs or trees not in patio area and borders around trees and lamp posts.
  - Any approved landscaping changes or additions in common area trees and/or bushes become the property of the Association
  - Contact Property Manager for specific details regarding satellite dishes
  - Items ***not*** requiring a variance request form are:
    - Newspaper Box.....Container on step is permissible
    - Door-knocker.....Acceptable
    - Outdoor Grills.....to be placed on Patio only

**c. BORDERS:**

- Borders (rocks, pavers, fencing, timbers, etc.) in front of or around front shrubbery of units is prohibited.
- Approved pavers, rocks, fencing, plantings around trees and lamp posts previously approved via variance request must be maintained by the homeowner. Failure to maintain approved enhancements will result in removal by the Association at homeowner expense.

**c. DECORATIONS:** Decorations may be placed on the front door during the year. From Thanksgiving weekend to the following January 25<sup>th</sup>, wreaths may be attached to siding between the front



window and door. Please be sure to fasten wreaths securely to prevent swinging. Marks left on siding will be touched up at the homeowner's expense. At other times of the year, decorations such as "Welcome" signs or plaques must be placed under the overhang between the front door and the garage. No more than two (2) decorative items may be attached to the front of your unit, i.e., a flag and a plaque.

- **Lights:** Holiday season only. Lights must be removed by January 15<sup>th</sup>. Lights may be placed in shrubs and trees only.
  - **Lamp Posts/Trees:** Holiday decorations on lamp posts and around trees may be displayed two weeks prior and two weeks after the holiday only.
  - **Shepherd hooks** sculptures and other items in, or in front of units, around trees and lamp posts are prohibited.
  - **Bird feeders, bird baths, bird houses are allowed ONLY in rear patio area.**
  - **Windsocks:** Patio only
  - **Chimes:** Patio only. Must not be an annoyance to neighbors
  - **Plaques:** Front door or on space between door jamb and garage door
  - **Window boxes:** Variance Request required
  - **Flags and Poles:** Variance request required before installing. (See Flags section)
  - **Clotheslines:** Not permitted
- d. **FLAGS:** A Variance Request is required before installing. Flags must be placed in a pole mounting bracket which must be weather resistant and as close to the color of your home as possible (not white). Flag pole mounting brackets must be mounted between the door and front window.
- e. **PLANTS:**
- Potted plants and planters must be freestanding and may be placed between garages on blacktop or on entry stoop. Pots must be ceramic, clay, wicker or plastic only.
  - Artificial flowers are not permitted.
  - Flowers may be planted in patio area (between rear privacy fences), and around trees and light posts. Maintenance of these plantings is the homeowner's responsibility. Any areas planted by

homeowners that are not maintained will be subject to removal and reseeding at the homeowner's expense.

- Hanging planters may be no more than 15 inches in diameter. Brackets must match siding or be wrought iron, mounted under overhang, near garage door.
- Flower pots may **not** be placed on deck railings unless they are securely fastened in place.
- Climbing plants shall be allowed on freestanding trellis along patio fence only and maintained so that they do not infringe on neighbors' property.
- Puncture holes are **not** allowed on vinyl siding
- Window boxes may be displayed from May 15<sup>th</sup> to October 15<sup>th</sup>
- Hanging plants are **not** allowed on the front of the house.
- No planted vegetable gardens are permitted but vegetables in pots in rear of unit are acceptable.

f. **SIGNS:**

- **Rental Signage:** External rental signage is not allowed.
- **Real Estate:** One sign only may be displayed, located inside front window
- **Garage Sale:** Resident must remove all signs, arrows, balloons, etc., including tape or string used to hold them in place, immediately after event is over. All goods must be moved indoors at the end of each day. Resident must inform Crofton Perdue of date and times in advance of sale.
- **Security Signs:** May be displayed in stone foundation bed only and may be no larger than 12 inches x 12 inches
- **Window Stickers:** Use of stickers for security or emergency purposes may not exceed 8 inches x 8 inches

C. **GENERAL GROUNDS USAGE:**

a. **FIRE PITS (or any other outdoor heating devices):**

Fire pits and any other wood-burning, charcoal or propane fueled heating device, may **not** be used in common areas, decks or patios. **THEY ARE NOT PERMITTED.**

- b. **LITTERING:** Littering includes, but is not limited to, the discarding of paper, bottles, cans, cigarette and cigar butts, or trash of any kind and is strictly prohibited anywhere in Stillmeadow Courts.

## VEHICLES:

1. **SPEED LIMIT AND STOP SIGNS:** For the safety and well being of all residents and guests, the maximum allowable speed limit within Stillmeadow Courts is **15 MPH**. All **residents** and **guests** shall obey the speed limit and come to a **complete stop at all stop signs**. Any violation of these rules is a criminal offense and the Monroe County Sheriff may be called.
  
2. **PARKING:** The purpose of parking regulations is to maintain a good appearance of the area as well as the safety and welfare of residents, relative to the use and enjoyment of the common streets and visitor parking lots.
  - **Parking on the street or grass is prohibited.** Allowances are made during large social events when all lots and driveways are full. In the event that ALL parking lots are filled and street parking is absolutely necessary, the following rules apply.  
**There shall be no parking at any time:**
    - Opposite another car, reducing traffic to one lane
    - Opposite an intersection
    - Within 15 feet of a fire hydrant (township ordinance)
    - Within 12 feet of a corner (township ordinance)
    - Within 10 feet of a mailbox (township ordinance)
  
  - All residents and guests are expected to park their vehicles in the garage and/or driveway. Under no circumstances should a vehicle extend from the driveway into the street. Unlicensed vehicles must be stored in the garage or off the premises.
  - Residents must notify Crofton Perdue if guests need to park in any visitor lot overnight and/or for multiple days. Residents are not allowed to park overnight in any visitor lot without permission or permit. If guests need to park in any visitor lot for 30 days or more, the spot must be rented and permit is required.
  - Limited spots in visitor lots are available for rental. In order to rent a spot in a visitors lot you must first have a vehicle in your garage and your driveway must be used to capacity (some driveways can handle more than one car). You then can request to rent a spot in a visitor lot. **If your garage is not being used**

**for your car, you will not be granted permission to rent a parking spot.**

- Residents shall not park in **any visitor parking lot without permission.**
- Visitor lots may not be used for the storage of a car that is not in use, including a visitor's car, even if a spot has been rented. Any unlicensed or disabled vehicles, boats, RVs, campers or commercial vehicles must be stored in your garage or off premises.
- Vehicles that are too large to fit in the garage must be parked or stored off the premises, such as boats, flatbed trucks trailers and motor homes, except while loading or unloading.
- Vehicles bearing a commercial logo must be parked in the garage or off premises.
- It shall be the responsibility of the homeowner/resident to **make all guests aware of the parking rules.** The appropriate homeowner will be responsible for any fines imposed on guests. The progression of parking tickets is 1) warning reminder 2) warning reminder 3) warning reminder 4) fine. Further infractions will result in towing of the offending vehicle.
- From November 1 through March 31, anyone (including guests) renting or having permission to use any visitors' parking lot is responsible for removing his/her vehicle for plowing purposes.
- Residents with extremely steep and dangerous driveways (designated by the Board as such) will be allowed to use visitors' parking from December 1 through March 31, with prior permission from the board and/or Property Manager, and only when their driveways are covered with snow and ice. **PLEASE NOTE: Only when driveways are covered with snow and ice-not for daily use because it is winter.** In such circumstances, please call Crofton Perdue @ 248-3840 any time, day or night, and leave the following information: name, address, car make, color, license number and the reason for using the visitors' lot. Vehicles must then be moved the next day, first thing in the morning, to accommodate snow/ice removal. Homeowners not following these procedures may incur parking tickets.

3. **SNOWMOBILES AND ATVs:** Snowmobiles and/or ATVs are not permitted on Stillmeadow Courts' roadways or grassy areas and must be stored in the garage.

d. **NOISE:** There shall be no loud or unusual noise that will disturb the peace and comfort of others *at any time*. Further, there shall be absolutely *no noise* between the hours of 10 PM and 7 AM weekdays and between 11 PM and 8 AM weekends. Examples of noise that may violate the noise restriction include, but are not limited to; radio, stereo, television, tape recorder, CD, car horn, motor vehicle, barking dog, loud talking or any sound-producing device. Homeowners and residents are responsible for their guests' and acquaintances' conduct.

e. **PETS:** Pet rules have been adopted for the purpose of ensuring the safety, welfare and environment of all residents. The pet owner/homeowner is responsible for all pet behavior. In addition to the Town of Perinton Dog Ordinance, the following applies:

- Maximum of (2) dogs or cats or (1) of each per household. Special exceptions may be granted by the board via Variance Request.
- Other than dogs, cats, fish and caged birds, no other animals, reptiles, rodents, birds or insects are to be kept on any property.
- Pets shall not run free and are to be leashed, restrained and supervised at all times while outdoors.
- No fences of any type are to be erected to contain pets or for any other purpose.
- Pet droppings must be picked up immediately. Pets shall not urinate on shrubs or front lawns. If pets damage any lawns, their owner/homeowner is responsible for repair of any damage to the area. If repairs are not completed within a specified time, the Association will make repairs and bill the homeowner.
- If pet droppings are not picked up in a timely manner, the homeowner will be fined.
- Dog or other animal houses are not allowed outside the dwelling.
- If any pet is creating a nuisance, such as frequent or prolonged barking, or not being controlled by its owner, the Board or Property Manager may request any homeowner, tenant or guest to remove their pet from the property or, if necessary, will have the animal impounded without liability to the Association, the Board of Directors, agents or employees.

f. **POOLS:**

- Pools may not exceed five feet (150 centimeters) in diameter and one foot (30 centimeters) in height. This is considered to be a “kiddie” pool that would accommodate 5 years olds and younger. Pools are to be placed in your patio area when in use. When filling the pool, do not allow the water to run more than necessary to prevent waste or reduce your neighbor’s water pressure. Pools must be emptied after daily use and stored off lawns. They may not be left on lawns overnight
- Waterslides or other related recreation devices, which permit the continuous flow of water, are prohibited

g. **SAFETY:** Keeping everyone safe should be everyone’s concern. All residents are encouraged to participate in a neighborhood watch program and work with local authorities to assure their homes are secure.

- Skateboarding, in-line skating, roller blading and sledding are not permitted on our roads or common areas.
- Bicycle riding is not permitted on any lawn area.
- **The Board reserves the right to place fines on residents for any violation of above.**
- Please be alert and aware of children and adults when backing out of driveways, turning corners, etc.
- Parents are expected to supervise their children when at play, including bicycle riding.
- Obey all traffic signs. Stop signs are placed at intersections that may be dangerous; it is important that you come to a full stop.
- Garage doors should be kept closed when not in use to discourage theft.
- Cars should be locked and items of value out of sight when parked in driveways or parking lots.
- Homeowners are encouraged to leave their outside lights on overnight to discourage prowlers.

h. **SOLICITATION:** There shall be no religious, sales or other soliciting on the grounds of Stillmeadow Courts.

i. **TRASH REMOVAL AND STORAGE:**

- All rubbish must remain in the resident’s garage except after 5:00 PM the evening before pickup. All receptacles must be returned to the resident’s garage no later than 9:00 PM the **same** day of

pickup. Certain holiday weeks may push pick-up days for trash and recyclables back one day.

- Please use metal or polyethylene waste containers with secure lids. Tightly closed trash bags are permissible.
- Place your address on both receptacle and cover to ensure that if the winds carry them outside your property area, they will find their way back to their rightful owner.
- There may be an extra charge to the homeowner for large or special item pick up.
- Call Crofton Perdue for trash and recycle related details.

j. **SHADING DEVICES:**

- No gazebo, pergola or any other type of unattached shade device may be used on the property. Attached awnings are allowed subject to approval of variance request by the Board.

D. **PENALTIES & DUE PROCESS**

The Board of Directors believe that good community relations are best built and maintained through understanding, consideration and cooperation among neighbors. However, when residents and their properties are adversely affected by the actions of others, it is unfair to allow such offenses to persist. The Board must act to enforce the rules of the community in a timely and even-handed manner through the use of penalties and/or appropriate legal actions, as directed by the Declaration and By-Laws of the Association.

a. **IDENTIFYING VIOLATIONS:**

- Any resident may register a complaint by writing or calling Crofton Perdue Associates. In addition, any Board of Directors member may be notified.
- Crofton Perdue Associates conducts frequent informal inspections of the property which may lead to a notice of violation.

b. **ENFORCEMENT PROCEDURES:**

- **Records will be maintained:** Complaints and violations will be noted on a log maintained in the office of Crofton Perdue Associates. Subsequent actions taken with regard to any complaint or violation will be posted to the log and dated. All involved

parties will be kept informed of the progress toward resolution of the problem.

- **Step 1 -- Informal Resolution:** Crofton Perdue Associates or designee will contact the responsible resident to inform him or her of the violation/complaint and will attempt to resolve the problem informally. If some action on the part of the resident and or homeowner is required for resolution, a reasonable deadline for the action to be completed will be mutually agreed upon.
- **Step 2 -- Formal Action:** If, by the agreed upon deadline, the resident and or homeowner fails to resolve the problem and has not notified Crofton Perdue Associates of any extenuating circumstances, a letter will be sent by certified mail to the homeowner (copy to the resident, if a tenant) detailing;
  - **A new deadline** by which steps must be completed to resolve the problem and the penalty to be imposed if the deadline is not met.
  - **The appeals process:** The owner or resident may request an appeals hearing before the Board of Directors. The request for a hearing must be made in writing and delivered to Crofton Perdue Associates before the deadline date given in the letter. The penalty will be suspended pending the outcome of the hearing.
- **Step 3 -- Appeals Hearing:** The appeals hearing will consist of a quorum of the Board of Directors.
  - A meeting to hear the case will be scheduled as soon as possible, most likely it will be at the beginning of the next monthly Board of Directors meeting unless the matter is more urgent.
  - The Board will review the written records of the complaint or violation and previous attempts at resolution, and will listen to the owner/resident's presentation. When the hearing is adjourned, the panel will discuss and vote on the matter.
  - Within three days after the hearing, the outcome of the Board of Directors review and decision will be provided to the owner/resident in writing. If the decision imposes a penalty, it will become effective five days after the date of this notification.



- If the owner/resident fails to appear or present written evidence at the hearing, the appeal shall be deemed to be withdrawn. The owner/resident will be notified by certified letter that the penalty previously imposed has been reinstated.
- c. **PENALTIES:** Penalties will vary with the circumstances of the violations. The following are examples of the types of penalties that may be imposed. Serious violations could result in combination of types of penalties (e.g. cost of repair plus a fine). Monetary penalties will be imposed on the homeowner, not on a tenant, and will become a lien against the town home if not paid within 30 days. Overdue accounts may also be sent to an attorney for collection, with interest and legal fees added to the amount owed by the homeowner.
- Fines may be imposed on a "Per Offense" basis or, in the case of a continuing violation, on a "Per Diem" basis. Examples: residents who fail to clean up after their pets may be fined for each offense, but a resident who parks a recreational vehicle without a valid permit may be fined for each 24-hour period that the violation continues. Per-diem fines will fall within a range of \$10 to \$25 per day. Per-offense fines will have the following maximum amounts:
    - First offense ----\$30
    - Second offense ----\$60
    - Third and subsequent offenses ----\$90 each offense
  - Costs of repair and/or replacement may be assessed to the resident whose negligence or willful misconduct caused the damage.
  - Vehicles may be towed. The vehicle owner will be charged for the cost of towing and the daily fee for storage of the vehicle by the towing company. When immediate action is required, such as for safety or plowing reasons, the Formal Action and appeals process may not apply.
  - A lawsuit may be initiated.
  - The Monroe County Sheriff may be called and criminal charges leveled if local or state laws are violated.