

### **PROCEDURE FOR ASSESSMENT OF FINES:**

1. The Member will have 48 hours (unless otherwise specified) after notice to cure a violation, unless otherwise indicated above. Any recurrence of violation by the same Member for the same violation will not be granted the same period and the initial fine will be immediately assessed.
2. A notice letter will be sent to the member stating a) the alleged violation and 2) the amount of fine to be imposed if the violation is not cured within the time prescribed (if applicable).
3. If the violation is not cured within the allotted time (if applicable), any applicable fines shall be assessed.
4. Rights for Protest/Appeal: The member may protest the assessed fine within thirty (30) days from the date the fine is assessed by providing written notice to the Board of Directors or Management Company (See contact details below).
5. If the amount overdue (in fines or regular Assessments) from a member exceeds \$150 for over 90 days a lien against the Member's property and legal action may result. The Member shall be responsible for all fines, accrued late charges, and/or legal fees or costs that may be incurred.

### **PROCEDURE FOR VARIANCES:**

1. The Member can use the contact information listed below to request a variance. Fines will continue to accrue in case the member is in violation. If the variance is approved the fines accrued will be removed.
2. Upon request a \$25 application fee will be assessed.
3. The Board will mail a notice of requested variance to the 10 properties that are closest in proximity to the proposal.
4. Members receiving the notice are able to respond in favor or opposed to guide the board in their approval decision.
5. After a minimum of 30 day but no more than 60 day period the Board will approve or reject the variance.

### **Protest/Appeal/Variance Contact information**

Crofton Perdue Associates, Inc.

585-248-3840

[info@croftoninc.com](mailto:info@croftoninc.com)