

1st Amendment to Enforcement Procedures on Violations of Rules
To replace Article 1.C.2-6- Effective May 19, 2013

C. **ENFORCEMENT PROCEDURES ON VIOLATIONS OF RULES**

1. The Board within ten (10) working days of receipt of a complaint will mail to the member and/or resident in violation, a letter stating the nature of the complaint and the penalty, if any.
 - a. The name and the lot number of the person filing the complaint will not be released except to the Board of Directors.
 - b. Copies of the letter will be mailed to:
 - 1.) The owner of the lot in question
 - 2.) The Board of Directors
 - c. The letter shall include a statement providing the resident in violation with an opportunity to respond to the alleged violation. This statement shall be worded in a manner that allows for and encourages this response.
 - d. The violation must cease or be corrected immediately unless otherwise specified in the letter.
2. On the **FIRST COMPLAINT**, a warning letter will be sent without a fine. This will be a courtesy notice – a friendly reminder about the Covenants, Conditions and Restrictions (CC&R's) policy.
3. On the **SECOND COMPLAINT** of the same Rule, another letter will be sent if compliance is not met with a fine of **\$125.00**. This letter will also warn of another impending fine if compliance is not met.
4. On the **THIRD COMPLAINT** of the same Rule, another letter will be sent if compliance is not met with a fine of **\$250.00**. This letter will also warn of another impending fine if compliance is not met.
5. On the **FOURTH COMPLAINT** of the same Rule, another letter will be sent if compliance is not met with a fine of **\$500.00**. This letter will also warn of subsequent fines of **\$500.00** if compliance is not met.
6. Subsequent fines will be assessed in the amount of **\$500.00**. This letter will also warn of an impending lien, which will be placed upon the property.

ADOPTED this 15 day of April, 2013

BY: Jenna Garrison
The Buttes Homeowners Association- President