

## **River Valley Ranch Master Association (RVRMA) Enforcement**

### **Policy and Procedures**

The River Valley Ranch Master Association (RVRMA) has a declaration of protective covenants, bylaws and rules and regulations. Article 13.4 of the Declaration empowers the Executive Board to enforce compliance to the Protective Covenants, Bylaws, Rules and Regulations of River Valley Ranch. The Executive Board deems it necessary to adopt a policy of framework for enforcement. The Protective Covenants, Bylaws, Rules and Regulations will be enforced using the following procedures:

1. The Executive Director(ED) for the RVRMA will patrol the community a minimum of once every two weeks looking for non-compliance issues.
2. If a violation occurs, the ED will notify the Lot/Unit Owner in a series of three (3) letters asking for compliance regarding the issue.
  - a. Courtesy Letter (ED will perform a follow-up)
  - b. Second (2<sup>nd</sup>) notice letter (ED will perform a follow-up)
  - c. Notice and Hearing letter in front of the Executive Board ( Notice and Hearing Procedures attached)
3. If non-compliance still exists after the second notice, the issue is brought before the Executive Board. Once the issue is in front of the Executive Board, and the Executive Board finds the homeowner out of compliance, the board will determine a fine appropriate to the violation utilizing the then approved and current schedule of fines (attached).
4. The ED will then notify the Lot/Unit Owner the result of hearing and the fine amount (if determined).
5. Should a fine be imposed on the Lot/Unit Owner, the fine will be paid through a reimbursement assessment levied to the Lot/Unit owner's account as allowed by Article 10.10 of the Protective Covenants.

If a Lot/Unit owner brings a violation to the attention of the ED, then the following procedures must be followed:

1. A Lot/Unit owner must state in writing to the ED any rule violation he or she wishes to complain about.
  - a. The person making the complaint must be identified in the letter.
  - b. The person making the complaint will be called to testify at all hearings.
  - c. Committees, as well as groups of lot/unit owners, may also bring complaints.
  - d. Letter should state date and approximate time of alleged violation.
2. The ED will then notify the Lot/Unit owner in a series of three (3) letters asking for compliance regarding the issue.
  - a. Courtesy Letter (ED will perform a follow-up)
  - b. Second (2<sup>nd</sup>) notice letter (ED will perform a follow-up)
  - c. Notice and Hearing letter in front of the Executive Board ( Notice and Hearing Procedures attached)

3. If non-compliance still exists after the second notice, the issue is brought before the Executive Board. Once the issue is in front of the Executive Board, and the Executive Board finds the homeowner out of compliance, the board will determine a fine appropriate to the violation utilizing the then approved and current schedule of fines (attached).
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Required for this policy:

Fine schedule

Notice and Hearing Procedures

Process for complaint submissions and investigation