



Additional Policies and Procedures

RULES ENFORCEMENT AND FINE POLICY

It is the objective and desire of Metropolitan Condominium Association's Board of Directors to obtain compliance with the association's governing documents, additional policies, rules and regulations. Each owner is responsible for paying its HOA dues in timely manner. The nonpayment of HOA dues is subject to fines. The property will send out notices during the following times of the month to delinquent accounts as follows:

- 10th of the month: Letter stating late fees are dues
- 20th of the month: 2nd notice that dues and late fees are (X)
- 30th of the month: notice stating lien proceedings will begin in 5 days if no payment is received
- Lien will be filed and may be enforced by foreclosure of the defaulting owner's unit by the Association¹

The Board finds that a penalty assessment (which may include reimbursement for damages and/or other administrative costs) is also necessary for the following infractions:

- Modification to unit without authorization by the board
- Violations of pet rules and regulations
- Violations of common area rules and regulations
- Misuse and damage to common elements
- Violations of general building upkeep including but not limited to:
 - Plumbing systems
 - Disposal of trash
 - Cigarette Smoke
 - Noise

The Property Owners should know that any such fines, all costs incurred in collecting such fines, and reimbursable amounts to the association will be borne by the Property Owner and subject to the Fair Debt Collection Act. Due process for this policy will consist of the following:

1st Infraction: The Property Owner will be given a notice of non-compliance and the resulting fine that has been imposed. This notice will include a compliance date as well as when the fine will be imposed. Property Owners may request a hearing before the Board of Directors at any time if they think a potential exception may be justified. All such requests will need to be sent to the onsite property manager for scheduling.

¹ Declaration Section 7.08.

Consecutive Infraction: This Notice will be sent if the Property Owner has not resolved the complaint by the specified date. This Notice will also define when future fines will be imposed if the complaint is not resolved and identify other actions that the Board of Directors may implement to resolve the complaint, including restricting use of common areas. This Notice will also state that the Property Owner has the right to request a hearing before the Board of Directors at any time to explain their situation if they think a potential exception may be justified.

Fine Schedule:

1st Violation: \$150, plus any and all costs involved in obtaining compliance.

Any Consecutive Violation: \$300, plus any and all costs involved in obtaining compliance. Continued failure to comply with Metropolitan's governing documents and other policies and procedures may lead to future daily fines until compliance is obtained. The Board of Directors also maintains the option of using services of appropriate contractors and/or personnel in order to correct the infraction in which all costs will be assessed to the property owner.

If the remedies do not gain compliance and the violation persists, the Board may further elect any of the following options:

- Offer to resolve disputes through arbitration or mediation
- Hire an attorney to file suit in court seeking a court order enjoining said information, and to seek reimbursement of the Association's legal fees and any and all costs incurred from as a result of the infraction.

The governing documents of Metropolitan Condominium Association allow for the Board of Directors to enact necessary and reasonable policies.² These policies are created with the intention to safeguard personal property value and to enhance enjoyment of the community by each resident.

The following policy was adopted on 1/15/07 by the approving party in accordance with the powers granted by the governing documents of Metropolitan Condominium Association. The policy was amended on 6/18/07. The board reserves the right to modify this policy.

² Declaration, Section 3.07 (c); Section 5.04 (a), (j), (q), (r).