

Castlerock Homeowner's Association
Notification Schedule for Violation Letters & Fine Schedule
November 1, 2018

1. Friendly Violation Letter

- Notification letter sent to homeowner provides a courteous way to inform the homeowner of their violation
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

2. First Notice of Violation Letter and Warning of Fines

- This letter provides the homeowner information regarding the timing and amounts of possible fines, liens and status of being in Good Standing (the loss of amenities and voting privileges)
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

3. Second Notice of Violation Letter and First Fine

- Fine levied per day as listed in fine schedule.
- Warning of additional fines and/or liens
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

4. Third Notice of Violation Letter and Second Fine

- Total of Current Fines
- Fines continue
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

5. Final Notice of Violation Letter

- Total of Current Fines
- Fines continue
- Owner is advised that if the violation has not been cured within 14 days after this letter is sent out, a lien may be filed against the home
- Owner is advised that if the violation has not been cured within 14 days after this letter is sent out, the Board of Directors may start the process of filing a lawsuit to collect the fines and cure the violation

6. Notification of Lien Filing

- At this time, the homeowner has been given 10 weeks to cure the violations after being initially notified. They will have received 5 letters regarding their violation.
- The homeowner is notified (via certified mail) from the Association Attorney that a lien has been filed against the home

Should a homeowner be engaged in a project with a contractor to remedy a Violation, they may demonstrate their good faith effort to meet the requirements by providing a copy of the Contract, and contact information for the Contractor, to the Board through Aria.

- The Board of Directors may start the process of filing a lawsuit to collect the fines and cure the violation

Fine Schedule:

Signs & Parking	\$10 per day	\$5,000 per occurrence total
Various Use Violations not listed	\$10 per day	\$5,000 per occurrence total
Maintenance of lawns/flowerbeds/shrubs/bushes/trees	\$20 per day	\$10,000 per occurrence total
Storage Buildings	\$20 per day	\$10,000 per occurrence total
Noxious/Offensive Activity	\$50 per day	\$10,000 per occurrence total
Architectural/Structural, including fences, roofs	\$100 per day	\$10,000 per occurrence total

Fee Schedule:

Attorney Fees	Collection Policy	Collection Policy
Interest Charge	Collection Policy	Collection Policy
Late Payments	Collection Policy	Collection Policy
Non Sufficient Checks	Collection Policy	Collection Policy

For complete details, see the Castlerock Homeowners Association website:

www.castlerockhomeowners.org

To contact Aria Property Management:

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