

**Enforcement Procedure
Administrative Resolution 05**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following enforcement procedure:

- A. The Unit Owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the Unit Owner, guests, or the occupants, including tenants, of his/her Unit.
- B. Notwithstanding anything contained in the Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible Unit Owner.
- C. All costs for extra cleaning and/or repairs stemming from any violation will also be added to the responsible Owner's account.
- D. In addition to any other action and in accordance with the procedures outlined in Section E below, actual damages and/or enforcement assessment of up to but not exceeding \$50.00 per occurrence, or if the violation is an ongoing nature, per day, MAY be levied by the Board against a Unit Owner in violation.
- E. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
 1. Written notice(s) will be served upon the alleged responsible Unit Owner as follows:
 - a. Communicate to the Owner the problem in a friendly manner, outline the nature of the violation in a "Friendly First Notice" and point to specific provisions in the governing documents that outlines the alleged violation.
 - b. If the Owner fails to respond, a "Mandated First Notice" should follow that reiterates the nature of the alleged violation, the Board's attempt to resolve the dispute in an amicable fashion and set a clear deadline for the Owner's correction of the violation.
 - c. Next would be a "Notice of Intent to Impose Enforcement Assessment" prior to levying the assessment on the Owner's account. This letter must also include language entitling the Owner to a hearing and enclosing a "Request for Hearing Form".
 - d. If an Owner fails to request a hearing within 10 days, the Board may impose the assessment to the Owner's account.

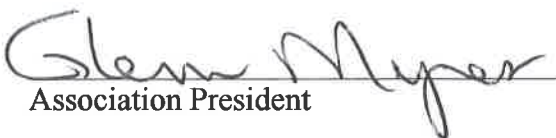
2. To request a hearing, the Unit Owner must mail or deliver a written "Request for a Hearing" notice which must be received by the Board not later than the tenth day after receiving the notice required by item E-1 above.
 - a. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing, the Board shall provide the Unit Owner with a written notice that includes the date, time, and location of the hearing. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed; and
 - b. At the hearing, the Board and alleged responsible Unit Owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the Unit Owner to abate actions, and intent to impose an enforcement assessment shall become a part of the hearing minutes. The Unit Owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.

3. The Association may file a lien for an enforcement assessment and/or damage charges which remain unpaid for more than ten (10) days.

THE WOOD AT POLARIS CONDOMINIUM
ASSOCIATION

This resolution, Administrative Resolution 05, was revised at a meeting of the Board held on July 17, 2014 with the directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Glenn Myres	<u>X</u>	—	—	—
John McEldowney	<u>X</u>	—	—	—
Charlene Sarff	<u>X</u>	—	—	—
Dan Bottorf	<u>X</u>	—	—	—
Jim Brady	<u>X</u>	—	—	—
Nancy Vance	<u>X</u>	—	—	—


Association President


Association Secretary

REQUEST FOR A HEARING

Unless a written request for a hearing, signed by the person(s) named as Unit Owner(s) in the accompanying correspondence is received by the Board within ten (10) days, the Board may proceed with the enforcement assessment without a hearing, and you will have waived your right to a hearing. If you want to request a hearing, then this completed form must be received within ten (10) days by the Property Manager referenced on the Contents page.

I, _____, request to be scheduled for a hearing in front of the Board at the time of the next scheduled meeting, or sooner, of which I will be notified at least seven (7) days in advance.

I believe the enforcement assessment should not be imposed because _____

Signature _____ Date _____

Signature (If more than one) _____ Date _____

Printed Name and Current Address _____