

Martin's Bluff Neighbors Home Owners Association

Rules Enforcement Policy

Whereas, the Board of Directors of Martin's Bluff Neighbors Home Owners Association is employer to enforce the rules and regulations of the Association pursuant to Article III, Para C, Sect 5 of the Bylaws and Para D, Sect 31 of the Declaration of Covenants, Conditions and Restrictions;

THEREFORE, BE IT RESOLVED that the Board does hereby adopt the following procedures and policies for the enforcement of the rules and regulations of the Association:

1. Publication of Rules and Regulations

- a. Every Owner should get a copy of the most current Rules and Regulations, at time of closing. Owners are responsible to provide tenants with a copy of the rules and regulations with the required lease agreement. Rules and relations can be obtained on the community website (www.martinsbluffhoa.com) or from any Board Member. If Rules and Regulations are updated, the Board shall distribute the updated document to all Owners and tenants. Every Owner shall be personally and monetarily responsible for eh conduct of guests, tenants, and all other person on the property at the request of or with the permission of the Owner.

2. Complaint Process

- a. Any Owner, tenant, family member, or guest of an owner should work with their neighbors to resolve rule violations.
- b. Owners may report violations of the Rules and Regulations to the Board in writing, via mail (PO Box 174, Kalama, WA) or email (Martinsbluffhoa@yahoo.com).
 - i. Complaints must include the following:
 1. Name and address of Owner filing the complaint
 2. Name and address (or lot #) of Owner in violation
 3. Description and date of the alleged violation

3. Board Action

- a. Any Board action must be taken with the approval of the majority of the Board. The Board has the sole authority to determine the extent and severity of the rules violation. The Board will attempt to verify if a violation of the rules and regulations has occurred. The Board has the sole authority to determine if a condition is immediately dangerous to persons or property. If the Board deems a condition to be immediately dangerous, no prior written notice is required before the Board may take action to remedy the situation.

If the Board determines a violation has occurred, the Board shall use the following steps to resolve the violation.

- i. The Board will attempt to resolve minor or single occurrences of violations with a verbal warning.
- ii. If verbal warning is not successful in correcting the violation or if the violations is deemed serous or reported (more than once in a 12 month period), the Board shall issue a written warning to the Owner.

1. The warning shall include the time, date, and nature of the rules and regulations violation and expected resolution.
 - iii. If the Owner fails to correct an ongoing violation or commits another single occurrence of the same violation within 12 months after written violation notice, the Board shall hold a meeting to review the complaint.
 1. The Board shall notify the Owner in violation of determination of the Board regarding the violation and any potential penalty fines imposed.
 2. Should the Board assess monetary penalties, these fines shall follow the Collection Policy and Schedule of Fines.
 3. Any Owner has the right to appeal to the Board regarding the violation.
4. Right to Appeal
 - a. Owners have the right to appeal the action taken above to the Association's Board of Directors. In such case, imposition of any fine imposed will be suspended pending determination of the appeal by the Board. If you wish to appeal, written notice with an explanation must be sent by mail to the Association's address, Box 174 Kalama, WA or by email to martinsbluffhoa@yahoo.com within ten (10) days after service or delivery of the Notice. The request for appeal will not be deemed to have been delivered until actual receipt by the Association. Once an appeal is received; the Board will hold an appeal meeting within seven (7) days to review the matter with the owner. Failure to request an appeal by this date will waive the right to appeal.
5. Penalties
 - a. In accordance with Article III.5.c of the Association Bylaws, and the Collection Policy, penalties assessed by the Board may include the following:
 - i. A single fine
 - ii. A daily fine until the violation is resolved
 - iii. Suspension of voting rights
 - iv. Late fees, liens and/or interest
 - v. Attorney's fees
6. Board Discretion
 - a. The Board may decide to waive a fine or penalty for good cause.
 - b. Any waiver of a fine in one circumstance does not preclude the Board from enforcing rules and regulations or imposing a fine in the future.

CERTIFICATION: Martin's Bluff Neighbors Home Owners Association, Inc. a Washington non-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on November 16, 2017.