

# **CAMBRIDGE GROVE HOMEOWNERS ASSOCIATION**

## **ARC Violation and Fine Letter Schedule**

### **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 a Homeowner in Good Standing (the Loss of amenity 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 of 10% if assessment fee is imposed (total of \$ 35.00)
- 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**

- Second fine of 10% of assessment fee is imposed (total of \$70.00)
- Notification of possible self-help (violations will be corrected at the homeowners expense)
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

### **5. Final Notice of Violation letter**

- User is advised that if the violation has not been cured within 14 days after this letter is sent out, a lien will be filed against the home

### **6. Notification of Lien Filing**

- At this time, the homeowner has been given 10 weeks to fix 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