

Cottages at Innsbrooke Monetary Fine Procedure

Objective:

To set forth a fair and equitable procedure in the fining and collection of monetary penalties when the Cottages at Innsbrooke Rules and Regulations are being violated and not corrected after proper notification.

Procedure:

1. A letter is sent to the unit owner by the property management company, currently Westwood Property Management, based on information from the Board of Directors. The letter is to include:
 - A statement that the unit owner is in violation of a Bylaws rule or regulation
 - A clear explanation of the violated rule or regulation
 - A statement of the ten (10) day period of time allowed for the unit owner to correct the violation

2. If the violation is not corrected or is repeated, a second letter is sent to the owner. The second letter is to include:
 - A restatement of violation
 - A statement of an additional ten (10) days given in which the violation must be corrected or a monetary fine will be initiated
 - The start date on which the fine will begin to be assessed
 - The amount per day of the fine, currently \$25.00 per day

3. Failure to correct the violation and/or pay the fine in full may result in a lien filed on the Unit.

4. Copies of all letters, correspondence from all involved parties and other information regarding this violation are kept on file by the property management company.

5. Fines are collected and recorded by the property management company.

6. The property management company keeps the Board apprised of results in the resolution of the violation.