

**The Vineyard Homeowners' Association, Inc.**

715 Vinebury Lane  
High Point, NC 27265

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February 20, 2020

Re: HOA Abuse and Harassment Policy

Vineyard Homeowners,

Recently Federal Regulations were changed to address harassment and discrimination claims. The changes affect home owner associations even though these associations are not housing providers, they are deemed so for the purpose of this statute. Boards of Directors are required to address members' claims of harassment on the basis of race, color, religion, national origin, sex, familial status, and disability. This includes harassment by other residents, board members, management companies as well as vendors. This law requires the homeowner board and management companies take prompt steps to investigate and end harassment. Code of Fed. Reg. #100.7 (a) (1) (iii).

The Vineyard Board of Directors asks that you carefully review the attached policy. This important information works in conjunction with The Vineyard covenants and bylaws. This policy has been approved by our Board of Directors.

The Board would like to acknowledge Lambeth Management, and numerous homeowner associations that kindly shared their policies which has saved us time and legal fees.

Kind regards,  
Your HOA Board of Directors

**The Vineyard Homeowners' Association**  
**Abuse/Harassment Policy**

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**Purpose of this policy:**

The Board of Directors has adopted the following Abuse/Harassment Policy:

To help ensure courteous and respectful behavior from residents and their guests to all management personnel or contractors and their employees hired by the Board of Directors on behalf of The Vineyard Homeowners' Association as well as to their neighbors at the Vineyard.

This policy is intended to provide guidance and to deter actions that would be considered vulgar, racist or used to incite violence or tumultuous conduct. To provide a process to discourage and/or deal with situations where abuse/harassment occurs.

This policy is not intended to prevent anyone from notifying the police where personal safety may be at risk.

**Abuse/Harassment Defined:**

The incidents covered by this policy include, but are not exclusively limited to:

- \* Bullying or verbal abuse, including yelling, using emotionally charged language profanity, or threats of physical violence.
- \* Non-verbal gestures of a threatening, vulgar, or obscene nature, including pointing objects that may be perceived as dangerous. Stalking of residents, management personnel or contractors and their employees by such means as prolonged staring, taking of photos or videos, or generally disrupting their work.
- \* Vandalism
- \* Use of vehicle noises (i.e. excessive revving of engine, honking of horn, etc.) directed at any resident or personnel working on the property.
- \* Actions in leaving the scene of an incident and/or taking steps to elude efforts to enforce a policy.
- \* Contacting contractor or their employees on site or at their offices.

**Procedure to be followed:**

Any resident, management company employee, contractor or their employees who are subjected to any of the above behaviors shall notify the Management Company immediately. The Management Company and/or the Board of Directors will review and respond as appropriate based on the violations and circumstances.

**Costs of Proceedings and Legal Fees:**

In any legal or administrative proceeding arising between the Association and an owner or occupant because of an alleged default or violations of the governing documents by an owner or occupant, the Association is entitled to recover all costs and reasonable attorneys' fees incurred by it.

This policy was adopted by the Board of Directors on 2nd 18th 2020.  
(date)

Signed:   
President of The Vineyard Homeowners' Association

**The Vineyard Homeowners' Association, Inc.**

715 Vinebury Lane  
High Point, NC 27265

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Date

Dear

Re: Notice of Hearing

Date:

Time:

Location:

As stated in the previous letter sent, you are in violation of \_\_\_\_\_

As of the date of this letter, the violation has not been corrected and in accordance with the North Carolina Planned Community Act, the Vineyard Board of Directors will hold a hearing as noted above.

You have the right to attend the hearing and be heard prior to fines or suspension of privileges and services being levied. The Board of Directors and a member of the Management Company, sitting as a panel, will conduct the hearing. All decisions are final.

Failure to attend the hearing or to request a new hearing date/time with the Board and Management team member will be regarded as your waiving your rights to attend a hearing.

You will be notified of the panel's decision in writing within seven (7) days after the hearing. If the decision is made to assess a fine and/or suspend privileges/ services, you will have five (5) business days to correct the violation. After that time fines of up to \$100.00 per day/violation may be added to your account.

Thank you in advance for your cooperation in this matter.

Sincerely,

*The Vineyard Homeowners' Association Board  
Lambeth Management Company*