

**MAPLE RIDGE HOMEOWNERS ASSOCIATION
VIOLATION ENFORCEMENT AND DUE PROCESS POLICY**

Policy Purpose: The purpose of this policy is to establish procedures necessary for the orderly governance and operations of the affairs of the Association; and for the implementation of fines or suspension of privileges or services

Violation Process:

Violation of the Maple Ridge Policies and Procedures should be reported to the management company. Lambeth Management and/or the Board of Directors will review and respond as appropriate based on the violation and circumstances. This document serves as a guideline and is not designated to set precedent as all violations are not identical.

When a violation has been identified, Lambeth Management will communicate directly to the resident concerning the violation and corrective action to be taken. Should the resident feel that they have received notification in error, it is their responsibility to respond within the designated timeframe to avoid a hearing as specified under the NC Planned Community Act.

When the reported violation is said to be of the Abuse and Harassment Policy, Lambeth Management will forward an Incident Report Form to be completed by all parties involved in the reported violation. All parties will have until the specified time, usually within ten (10) days to submit the completed Incident Report to Lambeth Management. The Board of Directors will review the forms and if further investigation is needed, Lambeth Management will be instructed to take appropriate action.

Upon review of all documentation, a determination will be made by the Board of Directors if a hearing is warranted.

Violation Hearing:

The following process will be followed when determination has been made to conduct a hearing:

1. The Board of Directors, sitting as a panel, shall determine whether any homeowner should be fined and/or services rendered by the Association should be suspended for violations of the governing documents.

2. Any resident who is to appear before the panel shall be given notice of the hearing and an opportunity to be heard will be provided.
3. If the evidence presented warrants, the panel may:
 - a. Decide that no fine or suspension of privileges need be imposed.
 - b. Decide that a fine should be imposed. A fine up to one hundred dollars (\$100.00) per incident for the violation for each day more than five days after the decision that a violation has occurred.
 - c. Decide that a suspension of privileges or services should be imposed; the suspension is limited to sixty (60) days per occurrence as stated in the Declaration. The exception being an outstanding fine or unpaid dues, then the suspension will continue until the delinquency is satisfied.
4. Upon conclusion of the hearing, the panel shall consider all the evidence presented, reach a decision, and communicate it in writing to the homeowner within seven (7) days thereafter.

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 violation of the governing documents by an owner or occupant, the Association is entitled to recover all costs and reasonable attorneys' fees incurred by it.