

Continental Ranch Community Association
Covenants Policy 2016

Updated February 2016; Effective April 1st 2016

- A. Review of the Homes
1. Management drives the community daily, reviewing all properties twice per month.
 2. Management photographs homes as needed.
- B. Appointed Board Member may review the photos and instruct management how to proceed with violations.
1. Review is on Thursday mornings.
 2. Board Member may choose to go to any property in question for review and then instruct management how to proceed.
- C. Management Tasks
1. Drive the full Community twice a month and take Photos
 2. Meet with Board Member each Thursday (if Board Member chooses).
 3. Contact residents regarding observed violations.
- D. Follow up Schedule
- **If a repeat violation is observed again within 90-days, the sequence resumes.**
1. First occurrence/contact
 - a. Call and/or email owners to request cooperation to resolve issue.
 - b. If contact by phone or email is unsuccessful, instead make contact by mailed letter.
 - c. If resolved on next drive, issue closed**.
 2. Second observation/contact
 - a. Follow up made by mailing letter.
 - b. If resolved on next drive, issue closed**.
 3. Third observation/contact
 - a. Letter is sent Certified Mail.
 - b. If not resolved with 14 days, and no appeal has been received to be heard by the Board, management refers the file to Covenants Committee for review.
- E. Covenants Review Committee reviews files brought to it by Management.
Committee options are: 1) continue to seek owner cooperation, 2) recommend to the BOD a fine, 3) recommend to the BOD revocation of common area privileges 4) recommend to the BOD a lot clean-up, or any combination thereof. Fines are approved by the Board following the policies herein.
- F. BOD Suggested Penalties:
When a penalty is given, home will be monitored by management.
1. Once home comes into compliance the issue is over**.
 2. When the home does not come into compliance, the file will be presented to the Committee at its next meeting.
 3. This will continue until the home comes into compliance.
 4. BOD will decide upon any additional penalties.
- G. Violation Fine/Penalty Policy:
1. Standard Weeds Violations:
“Lot Cleanup” will be scheduled for the day following the Board meeting, with the costs of cleanup charged to the owner’s account as an assessment to the property. Owner will be given proper notice.
 2. Excessive Weeds Violations:
“Lot Cleanup” will be scheduled to be performed if the violation is not corrected within 10 business days following the second written notice, with the costs of cleanup charged to the owner’s account. Membership was noticed regarding this policy in the March 2016 community newsletter.
 3. RVs, Trailers, and Boats:
The fine for parking or storage of RV’s, Trailers, and Boats visible on any lot, as defined in the CC&Rs, shall be subject to a \$25 per week fine.
 4. All other violations:
First fine is \$25 and suspension of pool privileges. For violations that continue to stand uncorrected, monetary fines may rise in \$25 increments as approved by the Board.