

# ***Continental Ranch Community Association***

## **Covenants Policy 2023**

*Updated July 18, 2023; Effective September 1, 2023*

- 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 once a week.
  - 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 week (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. Follow up made by mailing second letter.
    - b. If not resolved within 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 Landscape Violations:

After proper notice, a “Lot Cleanup” will be scheduled for the day following the Board meeting, with the costs of cleanup and any related fees charged to the owner’s account as an assessment to the property.

2. Excessive Weeds Violations:

After proper notice, a “Lot Cleanup” will be scheduled to be performed if the violation is not corrected within 14 business days following the second written notice, with the costs of cleanup and any related fees charged to the owner’s account as an assessment to the property. *Members were notified regarding this policy in the March 2016 and January/February 2023 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 \$75 per week fine and pool privilege suspension, and may rise in \$25 increments as approved by the Board. *Members were notified regarding this policy in the March/April 2021 community newsletter.*

4. Short-Term Rentals:

Per the CC&Rs, the term of all leases in CRCA must be at least thirty (30) days. Approved at the February 21, 2023, Board Meeting, short-term rental violations will be investigated when a written complaint is submitted to the Board of Directors or management office. Property rental agreements/leases of less than 30 days at a time shall be subject to the following fine schedule:

1. Up to \$500 or up to an amount equal to one night’s rent for the short-term rental as advertised, whichever is greater, for the first monthly violation fine.
2. Up to \$1,000 or up to an amount equal to two nights’ rent for the vacation rental as advertised, whichever is greater, for the second monthly violation fine.
3. Up to \$3,000 or up to an amount equal to three nights’ rent for the vacation rental as advertised, whichever is greater, for a third and any subsequent monthly violation fines.

*Members were notified regarding this policy in the September/October 2023 community newsletter.*

5. All other violations:

Fines begin at \$25 per month and may rise in \$25 increments as approved by the Board, up to \$100 per week per violation. Pool privileges will remain suspended until the violation is corrected.

*The Board may at their discretion levy a fine of up to \$100 per day per violation, as stated in the CC&Rs Section 8.12.*