



The Woods of Wayne Homeowner's Association

Process for Handling Violations of the Woods of Wayne Covenants Conditions and Restrictions

Step 1 Friendly Reminder - Send a friendly reminder letter reminding the offending party about their specific violation and cite the relevant portions of the Covenants, Conditions and Restrictions without any threat of action.

Step 2 Threat of Action - If after five days from receipt of the initial letter the offending party is still in violation, send a second letter certified mail again reminding the offending party of their specific violation, with threat of action by the Board of Directors, citing one or more of the specific methods of enforcement detailed above. The offending party will be provided a 14 day period in which to resolve the violation before this action is taken. This second letter will also state the offending party's right of appeal. The offending party has 14 days from receipt of the second letter to invoke its right of appeal.

Appeal Process

The offending party will be provided the right to appear in person at a board meeting, or to submit a written statement to provide the Board of Directors any mitigating circumstances regarding the violation prior to any action taken against them by the Board of Directors. If a violation is appealed, a majority vote of the Board of Directors will decide to continue forward, or to delay enforcement.

Step 3 Final Warning - Fourteen days after receipt of the second letter, or if the right of appeal has been invoked, the date determined by a majority vote of the Board of Directors, a third letter will be sent certified mail stating the Board is taking action against the offending party for failure to resolve the violation. Five days after the date of this letter, the Board will take action to enforce the provisions of the Covenants, Conditions and Restrictions.

Step 4 Recovery of Costs and Expenses - Once the Board of Directors has taken action to enforce the provisions of the Covenants, Conditions and Restrictions, all costs and expenses incurred will be billed immediately to the offending party.

Step 5 Lien Against the Property - If after 30 days the invoice for corrective action has not been paid, a lien against the property of the offending party will be recorded in the Office of the Recorder of Deeds.