

## Pine Run Condominium Association

### Procedures for Dealing with Failure to Comply with the Declarations, Articles of Incorporation, By-Laws and Rules and Regulations

#### First Notice:

Upon notification of a violation, the Board of Directors or the management company shall issue an informal first notice and request to correct the situation. If the Board issues a verbal warning, it must be documented and other Board members notified.

#### Second Warning:

If the violation is not corrected, or if a violation recurs in any period of time, a second warning letter will be issued by the Board through the management company, stating that failure to comply within 14 days may result in a fine or suspension after an opportunity of a hearing with the Compliance Committee.

#### Notice of Hearing:

If the violation is not corrected within 14 days from the date of the second warning, or recurs at any time, the Board may levy a fine or suspension and call for a hearing with the Compliance Committee.

If the owner provides evidence to the Board of Directors that the violation has been corrected and/or assurances that it will not recur, the Board may choose not to levy a fine. Should the violation recur at any time, the hearing may be called with 14 days notice.

#### The Hearing:

The hearing will generally be held within 14 days of the second warning. Date and time will be set by the Compliance Committee. If there are extenuating circumstances, reasonable accommodation will be made. At least 3 Compliance Committee members must be present either in person or by telephone, as needed.

The Compliance Committee will review evidence presented by the Association and by the unit owner. The role of Compliance Committee members is limited to determining whether to confirm or reject the fine or suspension levied by the Board and providing a written report to the BOD who will notify the unit owner.

#### Sanction. Fines or Other Remedies:

It is the Board's responsibility to collect the fines, impose the sanctions or other remedies, or otherwise handle the situation from then forward in accordance with the steps outlined in the Declarations of Condominium.

Revised 6-23-26