

Coronado Shores Condominium Association #1
1730 Avenida del Mundo
Coronado, California 92118
619-435-2281

CSCA #1 VIOLATION ENFORCEMENT POLICY

11-15-2007

1. Violation Letter # 1 – Informal Request

Upon learning of a violation, a polite /friendly letter requesting compliance will be sent to the offending party. The letter will simply ask for compliance within 10 days. Some violations may require immediate attention. For these, compliance deadline should be shorter.

2. Violation Letter # 2 – Formal Demand

If the violation is not corrected by the requested deadline, (usually 10 days) or occurs again, a second letter will be sent out. This will be a formal business letter, outlining the consequences of non-compliance and will cite the appropriate sections in the Rules and Regulations that are being violated. The offending party shall be requested to pay a \$50.00 fine to the Association. Compliance must be within 10 days. Sanctions may include, but are not limited to, the suspension of the owner's right to use facilities and /or services. Notice will be given that Attorney's fees will be assessed if the matter moves beyond the compliance date and an Attorney Letter is issued. This letter will be sent certified mail.

3. Violation Letter # 3 -Attorney Letter

Prior to referring the matter to the Architectural Review Committee (ARC) or Board of Directors for a hearing, counsel will be asked to send one certified legal letter outlining the consequences of non-compliance and a \$200.00 fine will be assessed. Compliance must be within 10 days. Attorney fees will also be assessed.

4. Violation Letter #4 - Notice of Hearing

If the violation is an architectural matter, the violation should follow through items 4(a) and (b). If it isn't an architectural matter, proceed to 4(b) only. Notification by certified mail, signature required.

a. **ARC Hearing** - If the matter is an architectural violation, the offending party should be notified that a hearing has been scheduled to review their infraction. Once the hearing is completed, the offending party should be notified of the ARC's decision and if upheld they are given a reasonable time to come into compliance (no more than 15-30 days in most cases). The ARC will hold the hearing in Executive Session.

b. **Board Hearing** - If the matter is not an architectural issue or if it is and 4(a) hasn't brought the owner into compliance, then the Board reviews the matter and, if appropriate, begins one of two legal options listed below. The Board will hold the hearing in Executive Session.

Within 15 days of the hearing, if there is one, the offending party must be notified of the results.

THE BOARD THEN HAS 2 LEGAL OPTIONS AVAILABLE TO THEM. EACH CASE WILL BE EVALUATED ON ITS MERITS BY THE BOARD TO DETERMINE IF ONE OR BOTH OF THE FOLLOWING STEPS IS APPROPRIATE.

a. **Liens For Outstanding Fines**

The Association can file liens for unpaid fines when an offending party does not comply and/or does not comply and pay their fines.

b. **Legal Action**

If the matter requires resolution, the Board will decide to turn it over to the Association's attorney for further enforcement. Owners are responsible for the enforcement of the rules and regulations with their tenants and guests. In the case of tenant violations, the owner is fined.