



Brookgreen Forest Homeowners Association, Inc. 2019 Annual Meeting of Homeowners

Brookgreen Forest HOA
C/O: CASNC
4917 Waters Edge Drive
Raleigh, NC 27606
Fax: (910) 295-0182

Dear Neighbor,

The Brookgreen Forest Homeowners Association Annual Meeting of Homeowners will be held on November 13, 2019. The meeting will be called to order at 7:30pm at the Page-Walker Arts and History Center located at 119 Ambassador Loop, Cary, NC 27513.

During this meeting, the Board of Directors will discuss the events of 2019 and provide an opportunity for feedback. There will also be an election of at least one (1) seat on the Board of Directors; this position is a three-year term. Additional elected positions will be divided among 1-3 year terms equally.

If you or someone in the community is interested in serving on the Board of Directors, complete and return the enclosed "Nomination Form". All completed forms must be mailed, faxed, or emailed by November 8, 2019. You may also nominate someone during the meeting. ***Note: If you are nominating someone other than yourself, that person must accept the nomination in writing or state their acceptance in person at the annual meeting.***

If you are unable to attend this year's annual meeting, we ask that you complete the enclosed "Proxy Form" and return it by mail, fax, or email. You may also give it to a neighbor who will be attending the meeting. Your presence at this meeting, in person or by proxy, is important in order to obtain a legal quorum to conduct this business meeting. ***Note: You may stipulate on the proxy form if the proxy is for quorum purposes only, or if you are giving general proxy rights to your proxy holder. ***

We look forward to seeing you in November.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Smyk".

Brian Smyk, President
Brookgreen Forest Homeowners Association
president@brookgreenforest.com





**Brookgreen Forest Homeowners Association, Inc.
2019 Annual Meeting of Homeowners
Agenda: November 13, 2019**

Location:
Page-Walker Arts and History Center
119 Ambassador Loop Cary, NC 27513

2019 Annual Meeting of Homeowners Agenda

7:30 – 7:35 pm	Call to Order – Brian Smyk <ul style="list-style-type: none"> • Board of Directors Introductions • Management Company Introduction • Approval of 2018 Annual Meeting Minutes
7:35 – 7:45 pm	President’s Report – Brian Smyk <ul style="list-style-type: none"> • Review of 2019
7:45 – 7:55 pm	Treasurer’s Report – Scott Sabin <ul style="list-style-type: none"> • Present 2020 budget • Vote on presented budget
7:55 – 8:10 pm	Board of Directors Vote – Brian Smyk <ul style="list-style-type: none"> • Introduce Nominees/Nominations from Floor • Casting of Ballots
8:10 – 8:35 pm	New Business – Jamie Winspear <ul style="list-style-type: none"> • Architectural Standards update • Vote on Architectural Standards update
8:35 – 8:55 pm	Open Forum (Question/Answer)
8:55 – 9:00 pm	Announcement of Board of Directors Election Results
9:00 pm	Adjournment



**Brookgreen Forest Homeowners Association, Inc.
2019 Annual Meeting of Homeowners
Board of Directors Nomination Form**

I, _____, submit my name for consideration for

Print Name

election to the Board of Directors for Brookgreen Forest Homeowners Association, Inc. I will be an asset to the Board of Directors because:

I, _____, recommend

Print Name

_____, for consideration for election to the Board of

Nominee Name

Directors for Brookgreen Forest Homeowners Association, Inc. I have contacted

_____ and he/she is willing to serve on the Board of

Nominee Name

Directors. For confirmation, he/she can be reached at _____

Nominee Phone Number

during business hours. He/she will be an asset to the Board of Directors because:

Signature

Date Signed



**Brookgreen Forest Homeowners Association, Inc.
2019 Annual Meeting of Homeowners
Proxy Form**

Please read carefully before assigning your proxy vote!

1. The Brookgreen Forest Homeowners Association By-Laws provide any eligible voting member the right to assign a proxy holder.
2. Proxy voting must follow these rules:
 - a. If you wish to be represented by proxy, you must use this official form.
 - b. The proxy form must be signed and dated to be valid.
 - c. A proxy form may be a photocopy or facsimile of the official proxy form, **but must have an original signature in ink in order to be official.**
 - d. The designated proxy holder must be an eligible voting member of Brookgreen Forest Homeowners Association.
 - e. The designated proxy holder must present the proxy form for certification prior to the meeting being called to order.
 - f. The proxy vote may be exercised only by the person named below.
3. This proxy form is valid until one of the following occurs:
 - a. The proxy form is presented for certification.
 - b. The eligible voting member voting by proxy is in attendance for the vote.
4. For quorum representation only, you may designate CASNC as your proxy holder. CASNC will not vote on behalf of a homeowner.

In the blanks in the proxy statement below; print clearly in ink your full name, the full name of your proxy designee, the date of the meeting, and your proxy voting designation.

Proxy Statement

This is to certify that I, _____, the undersigned eligible voting

eligible voting member voting by proxy

member of Brookgreen Forest Homeowners Association, have

designated _____ as my personal representative at the 2019

designated eligible voting member voting by proxy

Annual Meeting of Homeowners on November 13, 2019. This proxy form represents my presence for establishing a quorum. Additionally, I authorize the above proxy holder _____ vote on my behalf at

to / not to

the 2019 Annual Meeting of Homeowners.

Signature

Date Signed



Brookgreen Forest Homeowners Association, Inc. 2019 Annual Meeting of Homeowners Committee Volunteer Sign-up

Brookgreen Forest HOA
C/O: CASNC
4917 Waters Edge Drive
Raleigh, NC 27606
Fax: (910) 295-0182

Brookgreen Forest Homeowners Association has several volunteer-run committees. If you are interested in volunteering, please complete this form and return it by mail, fax, or email to board@brookgreenforest.com. You may also turn this form in at the 2019 Annual Meeting of Homeowners.

Architectural Committee – Estimated Effort: 30-60 minutes per month

The Architectural Committee is responsible for reviewing submitted and complete Architecture Request Forms for approval/disapproval. On average, there are two (2) submissions for review each month. In 2019 this process was digitized through our property management company's online portal.

Additionally, this committee is responsible for reviewing the Architectural Standards and Control Specifications at least once every year. The committee will discuss changes, including those proposed by community members, for modification of these standards.

The Board encourages the Architectural Committee to have at least one (1) meeting quarterly.

Nomination Committee – Estimated Effort: 2-4 hours per year

The Nomination Committee is responsible for securing commitments from and nominating those willing to serve on the Board of Directors. Additional details can be found in the By-Laws, Article VII, Section 1.

Social Event Committee – Estimated Effort: 4-6 hours per year

The Social Event Committee is responsible for planning annual community events.

Welcoming Committee – Estimated Effort: 6-8 hours per year

Based on community feedback, we are establishing a Welcoming Committee. This committee is responsible for creating welcome package for new homeowners. Welcome packages should include Brookgreen Forest HOA documents, a letter welcoming the new homeowner to our community, and a housewarming gift utilizing established funds.

If you are interested in any of the above committees, please complete the form below:

Full Name: _____

Street Address: _____

Email Address: _____

Please CIRCLE one or more committees on which you are interested in volunteering:

Architectural

Nomination

Social Event

Welcoming

Brookgreen Forest Annual HOA Board Meeting

7:00 PM, 11/13/2018, Halle Cultural Arts Center

Type of Meeting: Annual

Board Members: Luke Anderson, Alek Anderson, Robert Bardon, Doug Hohe, Mark Snyder

Property Manager: Sheri Fincher

Home Owners Present: 27 owners were present in person and 65 proxies recorded for a total of 92

Quorum Established: Yes

Proceedings:

- Meeting called to order at 7:02 PM by Luke
- Cary PD
 - Brian Smith is our District Commander
 - Operation Hello Neighbor
- Presidents Report, Luke
 - Why HOAs matter
 - Why Luke joined the board
 - 2018 review
 - Covenants need rewriting
 - Current Board member introductions
 - Duke Energy/Brookgreen Forest street lights
 - Motion to select Traditional LED Style M passed
 - Resignation of Bob, Alek, resignation of RS Fincher, Luke, Doug, and Mark not running for re-election
- Treasurers Report, Mark
 - Explained dwindling reserve fund and 2018 legal costs
 - 2019 budget reviewed
 - HOA dues rate increase
 - Talked about our HOA dues compared to other HOAs
- Board Member Nominations
 - Susan Cairns
 - April Johnson
 - Scot Sabin
 - Brian Smyk
 - William Winspear
 - All elected by acclamation
- Open Forum
 - More communication needed
 - Concern about board making major decisions without notifying home owners
 - Home owner emails needed
 - Anonymous violation reporting
 - Newsletter by mailer, email, or internet
 - Concern about harsh HOA management letters
 - Frustration about repeated HOA management letters

- Need for HOA committees
 - Discussion about using Nextdoor web site
 - Conversation about kinder HOA, fresh start for the community
-
- Meeting adjourned at 8:50 PM

Brookgreen Forest Homeowners Association, Inc. 2019 President's Report

Hello Neighbor,

2018 was a rough year for our HOA and, as a result, last November an entirely new Board of Directors (BOD) was elected. The newly elected BOD is in unanimous agreement that, going forward, it is the responsibility of the BOD to be highly visible, highly available, highly transparent, and continue to be fiscally responsible.

Accordingly, this year several changes were made to how our community is managed. These changes ensure that, through communication with the community, standards can be consistently enforced and processes are in place which keep homeowners at the forefront of decisions. There are several important items of business that will be discussed and voted upon at the annual meeting that will affect the entire community.

Below are the highlighted topics of discussion for the annual meeting. We request your presence.

New Property Management Company

Along with the resignation of the entire BOD in November, the previous Property Management Company (R.S. Fincher) terminated its contract with Brookgreen Forest. As a new body, the BOD immediately began searching for a new Property Management Company (PMC). CASNC came as a highly recommended PMC and has been an integral partner in setting our community on a foundation of communication, transparency, and trust all at an affordable price.

Re-establishment of the Architectural Committee

This year, the Architectural Committee was re-established, and with it the Architectural Request Form approval process was digitized and shifted back to this committee. Architectural Review Form submissions now flow through our PMC's online portal. This streamlines the process allowing for better collaboration, quicker decisions, better documentation, and more accountability.

By re-establishing the Architectural Committee, the initial approval process was removed from the BOD, allowing homeowners a path for appeal of a denied submission. There are no shared members between this committee and the BOD. The new appeal process, documented in the proposed modifications to the Architectural Standards and Control Specifications, guarantees a homeowner direct access to the BOD even if the Architectural Committee no longer exists.

Digitization and Modernization

We have taken advantage of the technical abilities of BOD members to bring our HOA into the 20th century. (Yes, I know that we are in the 21st century, but baby steps.)

Some key modernized items are:

1. As previously mentioned the BOD, at no cost to the community, launched a new website located at <http://www.brookgreenforest.com>. Please check this site frequently for community announcements and opportunities for feedback.
2. @brookgreenforest.com emails and distribution lists for community business that will not change as officers change.
3. A newer, better community portal from our PMC, CASNC.
4. Digitization of the Architectural Review process.
5. For the first time ever, our By-Laws and CCRs are now in a searchable PDF available at the website above.
6. Our secretary has an almost fully complete contact list including emails and phone numbers of all members of the association. This will enable us to send email notices, thereby saving the association postage and mailing costs.
7. The BOD has utilized <http://www.nextdoor.com> for announcements and community communication. If you are not already a member, we highly recommend you join.
8. Utilization of cloud technologies to modernize and organize document storage.

Corporate Seal

When the newly elected BOD took office, it was noted that the Association had no corporate seal. According to our By-Laws, 'The Association shall have a seal in circular form having within its circumference the words "Brookgreen Forest Homeowners Association, Inc." and in its center the words, "Corporate Seal"'. Additionally, the Secretary 'shall be the custodian of the corporate seal of the Association and shall affix it on all papers requiring said seal'. It is vitally important that the Association maintain this requirement; keeping a seal and affixing it to recorded documents when required. A local artist was commissioned and after numerous revisions the following seal was approved by the BOD and official seal stampers were ordered.



Modification to Enforcement Standards

Let's face it, no one likes getting harshly worded violation letters threatening fines for small maintenance issues. After consulting with a highly successful and well-run PMC, the BOD decided to adopt some of their practices.

Instead of a violation letter being sent immediately, an initial courtesy letter is sent to bring an issue to a homeowner's attention. We all have busy lives, and sometimes things are overlooked. We feel that initiating a conversation with a threat of a fine is counterproductive.

This approach has been well received and we have received positive feedback to this new process.

If you do happen to receive a letter, all we ask is that you communicate with the PMC. In virtually all circumstances, an agreement can be reached with a reasonable timeline to resolve an issue that doesn't put any financial or emotional stress on the homeowner. However, ignoring the letters will result in violation letters being sent, and no one wants to see that happen. So, remember, communication is key!

You can view the new standards by going online to our community website's document section: <http://www.brookgreenforest.com/association-documentation/>

Updated Architectural Request Form

An important part of successful Architectural Request Form submissions is having a form that is easy to complete and simple to submit. This year we overhauled the form to be clearer, more concise, and available digitally for completion and submission.

Modifications to the Architectural Standards and Control Specifications

Over the years, changes to the Standards have resulted in a document that is complicated to read, lengthy, grammatically incorrect, and often contradictory. After receiving feedback from homeowners, and many hours of collaboration between the Architectural Committee and the BOD, we are pleased to present an updated Standards document. Keep in mind, everyone has varying opinions and it is impossible to satisfy all of those opinions.

Changes to the Standards document were made to keep our community in-line with our CCRs, continue the spirit of the current Standards document, and make updates that reflect conditions which exist in our community today. In the spirit of collaboration and inclusion, we invite everyone to review these changes, provide feedback, and be prepared to vote on these changes at our annual meeting.

It is important to note that it is not our intent to introduce NEW standards/restrictions currently. Our intent is to simplify, correct, and add/update items which address situations currently present in our community that have historically led to inconsistent enforcement or enforcement of undocumented standards.

You can view the newly proposed document by going online to our community website's document section: <http://www.brookgreenforest.com/association-documentation/>

If you have any questions, comments, or concerns, please feel free to contact us at board@brookgreenforest.com.

LED Street Light Upgrade

The completion of this project required a little more than six months of dedicated effort between the BOD, Duke Energy, and the Town of Cary. Annual savings to the HOA are projected to be ~\$2,400 dollars through reimbursement from the Town of Cary. Several announcements have been made soliciting feedback on the project.

Changes to Annual Dues

Although dues were raised for the last several years in a row, the HOA has become more stable financially. Therefore, for the first time in three years, there will be no increase to

annual dues. It is our mission to continue this fiscal responsibility to our members. This means no frivolous spending, remaining vigilant with vendors on their pricing, and looking for alternative ways to save money such as the LED Street Light Upgrade.

In Closing

It has been a fun and challenging year for the BOD. Many changes, hopefully for the better, have been made to put our HOA in a position to operate efficiently and with consistency in the future. As the adage goes, Rome wasn't built in a day. We still have a lot of work ahead of us, but we have a foundation on which to build. We continue our willingness to communicate and work directly with homeowners to ensure we have a happy, safe, and attractive neighborhood.

Thank you for your time and we look forward to seeing you at our Annual Meeting of Homeowners. And as always, please feel free to contact our PMC or any Board member directly with any questions, comments, or concerns.

Sincerely,



Brian Smyk, President
Brookgreen Forest Homeowners Association
president@brookgreenforest.com



Brookgreen Forest HOA Budget Worksheet

	As Of September	Budget 2018	Budget 2019	Proposed 2020	Delta 2019-2020
Income					
Dues, \$129 Annual	\$23,349.00	\$21,250.00	\$23,349.00	\$23,349.00	\$0.00
Working Capital (When Home Sells)	\$213.08	\$139.00	\$139.00	\$0.00	(\$139.00)
Late Fees	\$690.88	\$180.00	\$180.00	\$200.00	\$20.00
Violations/Fines	\$10.00	\$500.00	\$500.00	\$0.00	(\$500.00)
Interest	\$11.47	\$0.00	\$0.00	\$15.00	\$15.00
Interest, MM	\$30.42	\$15.00	\$15.00	\$35.00	\$20.00
Interest, CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest, Operating CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town of Cary Lighting Reimbursement	\$0.00	\$0.00	\$0.00	\$4,182.00	\$4,182.00
Misc Income	\$10.32	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$24,315.17	\$22,084.00	\$24,183.00	\$27,781.00	\$3,598.00
Expenses					
Grounds					
Grounds Contract	\$920.00	\$1,620.00	\$1,620.00	\$1,660.00	\$40.00
Grounds Extra	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00
Miscellaneous	\$262.00	\$0.00	\$0.00	\$0.00	\$0.00
Entrance Repairs	\$0.00	\$200.00	\$200.00	\$0.00	(\$200.00)
Total Grounds	\$1,182.00	\$2,320.00	\$2,320.00	\$2,160.00	(\$160.00)
Utilities					
Electricity	\$4,501.61	\$5,896.00	\$5,896.00	\$8,400.00	\$2,504.00
Total Utilities	\$4,501.61	\$5,896.00	\$5,896.00	\$8,400.00	\$2,504.00
Administrative					
Management	\$6,524.97	\$9,540.00	\$9,540.00	\$8,840.00	(\$700.00)
Administrative Supplies	\$331.84	\$800.00	\$800.00	\$300.00	(\$500.00)
Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$2,296.15	\$1,150.00	\$2,400.00	\$2,300.00	(\$100.00)
Legal	\$20.00	\$1,500.00	\$1,500.00	\$200.00	(\$1,300.00)
Audit/Tax Prep	\$250.00	\$300.00	\$300.00	\$250.00	(\$50.00)
Total Administrative	\$9,422.96	\$13,290.00	\$14,540.00	\$11,890.00	(\$2,650.00)
Other Expenses					
Community Events/Social Meetings	\$645.96	\$578.00	\$100.00	\$1,000.00	\$900.00
Meetings	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Website/Technology	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Bad Debt Expense	\$37.36	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Expenses	\$683.32	\$578.00	\$100.00	\$1,600.00	\$1,500.00
Replacement Fund Activity					
Transfer to Replacement Fund	\$1,327.00	\$0.00	\$1,327.00	\$0.00	(\$1,327.00)
Transfer Interest to Replacement Fund	\$30.42	\$0.00	\$0.00	\$0.00	\$0.00
Total Replacement Fund Activity	\$1,357.42	\$0.00	\$1,327.00	\$0.00	(\$1,327.00)
Total Expenses	\$17,147.31	\$22,084.00	\$24,183.00	\$24,050.00	(\$133.00)
Total Income/(Loss)	\$7,167.86	\$0.00	\$0.00	\$3,731.00	\$3,731.00
Cash Balance as of September	\$8,689.73				
Reserve Balance as of September	\$7,938.43				



Brookgreen Forest Homeowners Association, Inc. 2019 Annual Meeting of Homeowners Notice of Governing Document Availability

The Brookgreen Forest Homeowners Association's operations are governed by NC Statutes 47F and 55A, as well as several other documents approved since our inception. These documents are available to homeowners, both current and prospective.

Copies of the most up to date versions of these documents are available by contacting our Property Management Company, visiting our community website, or reaching out to the Board of Directors at board@brookgreenforest.com.

On our website, www.brookgreenforest.com, under the 'Documents' section, you will find the following current documents.

- Articles of Incorporation
- Bylaws
- Covenants, Conditions, and Restrictions (CCRS)
- Architectural Standards and Control Specifications
- Architectural Request Form

Along with these documents, we have published the Assessment Delinquency Policy and Covenant Enforcement Policy. Although versions of these documents have been in place for several years, they have never been available to homeowners. Continuing our commitment of transparency, these have been updated and are now available.

Thank you,
Board of Directors
Brookgreen Forest HOA





Brookgreen Forest Homeowners Association, Inc. Assessment Delinquency Policy

Brookgreen Forest Homeowners Association assessments are due on January 1st annually.

In accordance with the Associations CCRs, the following steps, in order, will be taken for all delinquent accounts:

- 1) A late fee of \$15.00 will be added on February 1st, and the first of each successive month that the account is delinquent.
- 2) On February 1st, a first notice letter will be sent to the delinquent homeowner stating the amount past due with all additional fees.
- 3) On March 1st, a final notice letter will be sent to the delinquent homeowner stating the amount past due with all additional fees. This letter will have an allowance of 14 days to bring the account current before additional action is taken.
- 4) On March 15th, the delinquent homeowner's account will be sent to the Association's attorney for collection. The delinquent homeowner is responsible for all costs associated with the collection of past due assessments and fees.
 - o At any time prior to being turned over to an attorney, the homeowner may work with the property management company to put a payment plan in place. Homeowners are expected to fulfill any commitments made in the payment plan. This is generally a one-time opportunity.
 - o Once an account is turned over to an attorney, the property manager, property management company, and Board of Directors will be unable to enter into any dialogue with the homeowner regarding their account. The attorney will be the only contact for the homeowner regarding the matter.
- 5) The Association's attorney will send a demand letter to the delinquent homeowner stating the amount past due with all additional fees. This letter will have an allowance of 14 days to respond before additional action is taken.
 - o All checks must be sent to the attorney; not the property management company or the Board of Directors. Payment will only be considered received when it is at the attorney's office.
- 6) If the delinquent homeowner does not respond, or responds negatively, a lien will be placed on the property. All liens are subject to credit reporting. A letter demanding payment including attorney fees is sent to the homeowner with a copy of the lien. The grace period for payment is 30 days.
 - o All checks must be sent to the attorney; not the property management company or the Board of Directors. Payment will only be considered received when it is at the attorney's office. The account is not considered current until all fees are paid to the attorney at which time the lien will be cancelled and the file closed.
- 7) After this 30 day grace period expires, the Board of Directors may vote to proceed with the foreclosure process.
 - o The homeowner is responsible for all expenses related to foreclosure.
 - o Once the foreclosure process has begun, the home will be sold by the Association to recover money owed.



Brookgreen Forest Homeowners Association, Inc. Covenant Enforcement Policy

It is the policy of the Brookgreen Forest HOA Board of Directors (Board) to enforce the Brookgreen Forest Homeowners Association's Conditions, Covenants, and Restrictions (CCRs) in a fair and consistent manner. **Keep in mind that personal circumstances are not known by the Board, the Association, or the Association's Property Management Company.**

All reported complaints or observed violations are investigated by the Association's Property Management Company. The Property Management Company will notify the Board when violations or suspected violations are found. At the direction of the Board, the Property Management Company will send notification to the homeowner, based on the homeowner's communication preference.

The procedures for violations and the assessment of fines, as allowed by the CCRs and the North Carolina Planned Community Act (NC Statute 47-F), are as follows:

- First Letter - (Can be sent via email)
 - The homeowner will receive a courtesy letter that includes a notice of non-compliance and will explain the nature of, and how to correct, the CCR violation.
 - The homeowner will be given a timeframe for compliance with the CCRs. Compliance timelines will depend on the nature of the violation and what is stipulated in the CCRs.
 - No fine is assessed at this time.
 - **The homeowner is responsible for communicating directly with the Property Management Company to agree upon a date for compliance, and regarding any delay in compliance. Additional time may be granted if reasonable justification is provided.**
- Second Letter - (Must be sent via USPS)
 - The homeowner will receive a final notice of non-compliance and will explain the nature of, and how to correct, the CCR violation.
 - The homeowner will be given a deadline for compliance with the CCRs. Compliance deadlines will depend on the nature of the violation and what is stipulated in the CCRs.
 - Also included in this notice is a reminder of potential fines of up to \$100.00, per violation, per day. No fine is assessed at this time.
 - **The homeowner is responsible for communicating directly with the Property Management Company regarding any delay in compliance. Additional time may be granted if reasonable justification is provided.**
- Third Letter – (Must be sent via USPS)
 - If the compliance deadline has passed, and the issue is still unresolved, a letter is sent to the homeowner informing them of a Due Process Hearing.
 - This notice will outline the nature of the continued violation, as well as the date, time, and place of the hearing.
 - At the Due Process Hearing, the homeowner will be given an opportunity to meet with the Board and explain why they believe they are not in violation of the CCRs and, subsequently, why they should not be fined.
 - During the hearing, the Board will engage in open discussion with the homeowner.
 - After meeting with the homeowner, the Board will make their decision. This decision is final and cannot be appealed. The homeowner is notified of the Board's decision by letter from the Property Management Company.
- Late Fees and Interest Charges
 - The homeowner will be notified of all fines assessed, in writing, by the Property Management Company.
 - Fine assessments are due thirty (30) days from the date of notification.
 - Fine assessments not paid within thirty (30) days will be charged a \$15.00 late fee for each successive month of delinquency.

- The homeowner is responsible for all costs associated with the collection of fines and fees assessed.
- Unpaid fines may result in a lien being placed against the property.

Covenant Enforcement Policy Guidance

The following corrective timelines are generally specified:

- Yard Maintenance – 7 Days
 - Examples Include:
 - Mowing
 - Edging
- Landscaping – 14 Days
 - Examples Include:
 - Mulching
 - Shrub and Tree Trimming
 - Weeding
- Minor Exterior Repairs – 30 Days
 - Typically would not require a contractor
 - Estimated repair cost under \$500
 - Examples Include:
 - Minor Paint Touch-up
 - Minor Siding Repair
 - Minor Wood Rot Repair
 - Minor Roofing Repair
 - Minor Fence Repair
 - Pressure washing
- Minor Exterior Repairs – 90 Days
 - Typically would require a contractor
 - Estimated repair cost over \$500
 - Examples Include:
 - Major Paint Touch-up
 - Major Siding Repair
 - Major Wood Rot Repair
 - Major Roofing Repair
 - Major Fence Repair
 - Front Stair Repair
 - Garage Door Repair
 - Window Replacement
- Major Exterior Repairs – 180 Days
 - Typically would require a contractor
 - Estimated repair cost over \$2000
 - Examples Include:
 - Whole House Painting
 - Siding Replacement
 - Chimney Rebuilding
 - Whole House Roofing
 - Fence Replacement
 - Deck Repair