

Forest Lakes Community Association, Inc. Compliance Procedure

The compliance procedures set forth below provides a formal system established by the Board of Directors of the Forest Lakes Community Association (the “Association”) in accordance with the Virginia Property Owners Association Act set forth in Title 55.1, Chapter 18 of the Virginia Code and the Association’s Declaration of Covenants and Restrictions and/or governing documents.

The compliance procedure requires the Board of Directors to either establish a Compliance Committee or assign the responsibilities to the site office personnel.

Procedure:

The On-Site Manager (or Compliance Committee if designated) is tasked with ensuring that all residents comply with all Forest Lakes Resident Rules and Regulations and governing documents. This is accomplished primarily by routine neighborhood inspections.

Step 1:

The On-site Manager/Managing Agent (or Compliance Committee if designated) sends a “friendly reminder” letter regarding violation to be mailed (via US Mail) to the Forest Lakes resident. Should the resident be renting the property, a copy will be sent to the homeowner and property manager if applicable. This letter will state the alleged violation, citing the covenant/standard that is being violated, a specific timeframe to correct the alleged issue and to contact the Forest Lakes office if you have any questions. See Attachment 2 for a sample letter.

Step 2:

A follow-up inspection will be performed either by the On-site Manager/Managing Agent (or Compliance Committee if designated). This re-inspection will either be performed during the next scheduled neighborhood inspection or after the timeframe stated in the first letter. If the violation is not resolved and no response after the second inspection by the On-site Manager/Managing Agent (or Compliance Committee if designated) a second letter will be mailed (via US Mail) restating the violation and requesting a response as to why the violation has not or cannot be resolved. See Attachment 3 for a sample letter.

Step 3:

A follow-up inspection will be performed either by the On-site Manager/Managing Agent (or Compliance Committee if designated). This re-inspection will either be performed during the next scheduled neighborhood inspection or after the timeframe stated in the second letter. If the violation is not resolved and no response after the third inspection by the On-site Manager/Managing Agent (or Compliance Committee if designated) a third letter will be mailed (via certified and US mail) restating the violation and requesting a response. The Alleged Violator is given a date and time in the third letter whereby they can attend a hearing regarding the violation. At the hearing the board member(s) present will vote whether to proceed with the violation process and charge the homeowner. The homeowner may be charged \$10 per day until the violation has been resolved (up to 90 days). See Attachment 4 for a sample letter.

Step 4:

At the hearing, at least one member of the Board, Committee chair (as designated by the Board) or the Managing Agent shall convene the hearing, recognize the members present and state that the purpose of the hearing is to determine whether there has been a violation of the Association's governing documents. The On-site manager will summarize the facts concerning the alleged violations. Either the Board member(s) present, the Committee chair or Managing Agent may also be asked to read both letters sent to the Alleged Violator. The Board member, Committee Chair or Managing Agent will then have the pertinent section of the governing documents read which refer to the alleged violation. The Alleged Violator will then be given the opportunity to speak and explain the circumstances surrounding the alleged violation and may also call witnesses or legal counsel to speak. After the presentation by the Alleged Violator, the Board members or Committee chair may ask the Alleged Violator questions. After the question period, the Alleged Violator will be asked if there are any final or closing remarks they may wish to make. After closing remarks by the Alleged Violator, the Board members or Committee Chair will adjourn the hearing.

The Board member(s) or Committee shall go into a closed "Executive Session". At that time, the Board member(s), or Committee, shall review the alleged violation and decide as to what, if any, action is to be taken concerning the alleged violation. If actions are to be taken the Board or Committee may impose suspension of recreational or other facility privileges in accordance with the governing instruments and a charge of up to \$50.00 for a single offense or \$10.00 per day up to 90 days for any offense of a continuing nature. The On-Site Manager/Managing Agent will send a letter to the violator stating the outcome of the hearing. It is now the Alleged Violator's responsibility to notify the On-site Manager/Managing Agent when the violation has been cured. If there is no communication from the violator the charges will be assessed at the end of the 90- day period. Until the charges are paid in full the violator's suspension of recreational or other facility privileges remains. Regardless of whether the home is owner-occupied or rented, all charges will go on to the homeowner's assessments. If charge balance is not paid within six months of the date of the final charge made, a lien shall be placed on the house which will prevent a sale until all Association dues and charges have been paid.