

**Ponderosa Trails Unit 8 Homeowners Association
“The Retreat”**

VIOLATION AND FINE POLICY

January 3, 2024

Dear Ponderosa Trails Unit 8 “The Retreat” Homeowners,

The Ponderosa Trails Unit 8 Homeowners Association’s Violation and Fine Policy for non-monetary violations of the Association’s Covenants, Conditions and Restrictions (the “Declaration or CC&R’s”), Bylaws and/or Rules and Regulations (the “Rules”) was adopted on December 13, 2023 is hereby effective the date of this notice.

First Notice – Courtesy Notice

A “*Courtesy*” letter will be mailed to the Unit Owner of the property outlining the violation. In the event the Unit Owner of the property can be identified as an absentee owner or has an alternate mailing address listed with the Management Company, a copy of the violation letter will also be addressed and mailed to the “Resident” at the property address.

Second Notice – Notice of Violation

The Association will issue a second notice, a “*Notice of Violation*” letter, outlining the violation, if after no less than twenty-one (21) calendar days from the issuance of the first notice, the Unit Owner has not corrected the non-monetary violation, or the violation has been repeated or returned. The second notice letter will notify the Unit Owner that the Board of Directors is also considering monetary penalties (fines) be levied against the Unit Owner. The second notice letter will also outline the procedure the Unit Owner must follow to exercise their “right to be heard” by the Board of Directors.

Third Notice – Notice of Fine

In the event the Unit Owner has not corrected the non-monetary violation a “*Fine*” letter, outlining the violation, will be mailed to the Unit Owner notifying them a monetary fine has been levied against them due to their failure to correct the violation in the amount commensurate with the attached “*Schedule of Fines*.” The Unit Owner must pay the fine and correct the violation or be subject to possible additional monetary fines levied against them and possible legal action may also be brought against the Unit Owner by the Association, if necessary.

Additional Fines

After an initial fine has been levied against a Unit Owner for a non-monetary violation of the Association's Declaration, Bylaws and/or Rules, additional fines may be imposed against the Unit Owner in the event they do not rectify the violation as described in the initial fine notification letter. Inspections will be conducted to coincide with the terms of the previous notices sent to the Unit Owners.

In the event a violation is corrected by the Unit Owner, but the same type of violation reoccurs after 90-calendar days or more of the previous violation, the letter sent to the Unit Owner will be the First Notice letter.

Exception to Notice Procedure

Violations posing any possible threat to the **health, safety or welfare** of the community's property or any resident of the community may require immediate action and thus create exceptions to the foregoing notice provisions. Threats to **health, safety or welfare** could be, but are not limited to, the accumulation of trash/debris that may attract vermin/insects that could spread disease, any situation that may cause water and/or fire damage, escaped pets, structure damage/collapse, acts of vandalism, anyone creating unsafe/unsanitary conditions.

Everyone who owns property is a "Member" of the Ponderosa Trails Unit 8 Homeowners Association (the "Association"), the entity responsible for the management of all common areas as well as administration of the affairs of the community. The Association was created by the recording of the Declaration and by the Bylaws and Rules, which govern the community. The Board of Directors (the "Board") is elected by the Members and is charged with the responsibility for overseeing the business of the Association in harmony with the Management Company hired by the Board to assist them in the overall management of the community's finances, legal issues, maintenance responsibilities and enforcement of the Association's governing documents and/or rules.

As a reminder to all Unit Owners who rent/lease their property within the Association, **the Unit Owner is solely responsible** for ensuring their pets, family members, guests, invitees, tenants, tenant's pets, tenants' family members, guests and invitees understand and abide by all the Declaration (CC&R's), Bylaws and Rules of the community at all times. Monetary fines and legal action, if necessary, may be imposed against Unit Owners in the event their Tenants violate the Association's governing documents.

The Association's governing documents and rules are not meant to be punitive towards the Unit Owners, but to maintain the overall aesthetic appearance of the community, to maintain the various amenities available for use by the residents, to help in maintaining and increasing property values and maintain equal enforcement, when necessary, of the governing documents as the rules are in place for the overall health, safety and welfare of both the Unit Owners, residents and all common area property owned/maintained by the Association.

SCHEDULE OF FINES

Violation	Initial Fine Amount	Additional Fine Amounts
<p style="text-align: center;">Trash/Debris, Trash/Recycle Containers not stored inside garages on non-collection days (NOTE: garbage cans may also be stored behind a property fence so long as it is not visible from neighboring property), Nuisances created by residents and/or their pets. Vehicle parking violations (non-RV/Boat/Trailer, etc), Unapproved/Unkempt window coverings, unauthorized landscaping and/or any other violations not specified within this schedule of fines.</p>	\$25.00	Escalates in \$25.00 increments up to \$500.00
<p style="text-align: center;">RV/Boat/Trailer, etc Parking, Pets not leashed, Not picking up after pets, speeding and/or reckless driving within the community, Inoperable/Unregistered Vehicles of any type</p>	\$50.00	Escalates in \$50.00 increments up to \$500.00
<p style="text-align: center;">Unapproved exterior changes/construction/additions to unit, lot or common areas.</p>	\$100.00	Escalates in \$100.00 increments up to \$500.00

Residents who witness any crime or unsafe act such as property damage/theft, vandalism, bodily harm to any individual, reckless/dangerous driving within the boundaries of the community (please record a description of the vehicle and the vehicle's license plate number, if possible), and contact the Flagstaff Police Department immediately, and then report the same to the management company.

If you have any questions regarding this notification or witness any violations of the Association's governing documents or rules and regulations, please contact the management company.

Thank you for your cooperation and help in keeping our community a safe and enjoyable place to live for everyone.

The BOARD OF DIRECTORS