



**RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION**

**ENFORCEMENT POLICY**

*Adopted March 9, 2017*

\*\*\*IMPORTANT NOTE\*\*\* This Enforcement Policy applies only to Rancho San Clemente Community Association's ("RSCCA") enforcement of its governing documents. This policy in no way obligates and/or requires RSCCA to enforce the governing documents of any sub-association located within RSCCA.

1. When a violation of RSCCA's governing documents is noted, a letter will be sent to the homeowner regarding the violation and a time limit set to remedy the situation.
2. If the violation continues after the specified date, a notice will be issued to the homeowner, a hearing date set and the amount of the fine to be assessed and charged to the owner.
3. If the violation is not resolved by the specified date, the Board may order a service to be performed and bill the homeowner for costs incurred (if applicable).
4. The homeowner may request a reasonable extension of time by contacting the management company, Curtis Management, in writing. Such a written request must be sent via U.S. Mail and/or electronic mail and be received by the Association's management company at least seven days prior to the hearing.
5. Owners are responsible for tenant and guest infractions of RSCCA's governing documents and will be held liable for payment of any penalty assessments levied for his tenant or guest's violation, as well as reasonable costs, if applicable, incurred by RSCCA for the repair and/or replacement of any damages caused to RSCCA property. It is the owner's responsibility to collect any assessments/costs from tenants that have been assessed to the owner's account.
6. **FINE SCHEDULE:** The Board may fine up to the following amounts per infraction:

1st Fine:	\$100.00
2nd Fine (same rule/CC&R violation):	\$250.00
3rd Fine (same rule/CC&R violation):	\$500.00

Legal action may be taken by the Board of Directors, if deemed necessary, at any time during the enforcement proceedings outlined above. If RSCCA property is damaged the total cost(s) to complete the repair will be assessed to the owner of the responsible unit.