

# Brookfield Villas Community Association

## Compliance Policy

August 1, 2022

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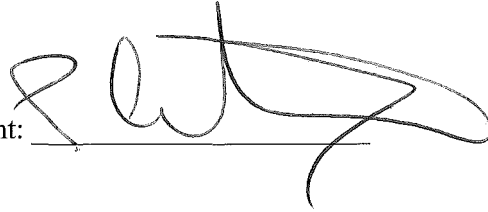
***Purpose:** To ensure compliance with the Association's Governing Documents (including the Articles of Incorporation, By-Laws, CC&Rs and the Rules and Regulations) and the laws of the State of Arizona, and to maintain, preserve, enhance, and protect the property values and assets of the community.*

1. The owner shall be advised in writing with a **Courtesy Notice** which will specify (i) the provision of the Governing Documents that has allegedly been violated, (ii) the date the violation was observed, (iii) the monetary penalty that will be assessed against the Member if the violation is not cured, (iv) the name of the person(s) who observed the violation, (v) the process the Member must follow to contest the Notice, including the Member's right to request an administrative hearing of the Board and/or with the Arizona Department of Real Estate, and shall notify the Member of his or her right to be heard. The owner will be given 21 days to correct the violation, contest the notice pursuant to the statute or request an opportunity to be heard.
2. If the owner does not comply with the request in the Courtesy Notice, the Association will send a **First Notice** that will specify (i) the provision of the Governing Documents that has allegedly been violated, (ii) the date the violation was observed, (iii) the monetary penalty that will be assessed against the Member if the violation is not cured, (iv) the name of the person(s) who observed the violation, (v) the process the Member must follow to contest the Notice, including the Member's right to request an administrative hearing of the Board and/or with the Arizona Department of Real Estate, and shall notify the Member of his or her right to be heard. The owner will be given 21 days to correct the violation, contest the notice pursuant to the statute or request an opportunity to be heard.
3. If after 21 business days of sending the First Notice, the owner does not comply and does not request an opportunity to be heard, the Association will send a **Second Notice** which will specify (i) the provision of the Governing Documents that has allegedly been violated, (ii) the date the violation was observed, (iii) the monetary penalty that will be assessed against the Member if the violation is not cured, (iv) the name of the person(s) who observed the violation, (v) the process the Member must follow to contest the Notice, including the Member's right to request and administrative hearing with the Arizona Department of Real Estate, and shall notify the Member of his or her right to be heard. The owner will be given 21 business days to correct the violation, contest the notice pursuant to statute or request an opportunity to be heard.
4. If after 21 days of sending the Second Notice, the owner does not comply, does not contest and does not request an opportunity to be heard, the Association will send a **Final Notice** which will specify the amount of the monetary penalty (see schedule below), and/or turn the

matter over to legal counsel for legal action. The Final Notice will be sent to the Member by certified mail with a Return Receipt acknowledgement and by regular U.S. mail service.

5. Nothing as set forth above will limit the Board's right to take immediate legal action at any time, regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion requires immediate legal action.

Adopted: June 16, 2022 Board President:

A handwritten signature in black ink, appearing to be "R. W. [unclear]", written over a horizontal line. The signature is stylized and cursive.

# Brookfield Villas Community Association

## Compliance Policy

### Monetary Fine Schedule

August 1, 2022

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Courtesy Notice	No fine
First Notice of Violation:	\$100.00
Second Notice of Violation:	\$200.00
Final Notice of Violation:	\$300.00

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Further action to be determined by the Board to include legal action or other options as allowed by the Association's Governing Documents (including the Articles of Incorporation, By-Laws, CC&Rs, Architectural Rules/Guidelines and the Rules and Regulations) and the laws of the State of Arizona.

Adopted: X, 2022 Board President:

