



April 3, 2019

**RE: Springbrook Estates - SITE INSPECTIONS AND VIOLATIONS**

Dear Homeowner,

One of our duties is to help protect and enhance the Springbrook Estates property values. This includes ensuring properties are well-maintained in accordance to the Declaration of Covenants, Restrictions and Easements.

Site inspections are performed once a month. During the winter months, the number of violations typically reduces but with Spring right around the corner, it would be beneficial to provide a summary of the violations that have been noted to give homeowners an opportunity to evaluate his/her property and correct as needed. Some violations recently viewed during a site inspection are as follows:

- Weeds in landscape beds/tree rings
- Pine straw/mulch not refreshed
- Edging of the landscape beds and curb
- Pruning of bushes and shrubs
- Placard/arm missing, damaged or requires painting on the mailbox
- Parking of vehicles on street in violation of City and Covenants
- Parking large vehicles / commercial vehicles in non-approved areas
- Sanitation cans seen from view of street
- Pressure washing home and/or structures
- Repairs and painting home or other structures
- Garage doors opened in violation of the Covenant
- Garbage, debris stored on the homesite in view
- Damaged play equipment such as basketball goals
- Walking on neighbor's property
- Walking dogs on neighbor's property or common staining grass and not pickup poop
- Fence installation or other structure buildings without ACC approval
- Screen over garage doors
- Inoperable vehicles
- Non-white materials covering windows, doors, and sidelights

There will be a site inspection of the community thirty (30) days from the date of this letter. Owners who have not addressed violations will receive a violation warning notice requiring thirty (30) days to correct the violation. If the violation is not corrected within thirty (30) days, a fine will be assessed. A second notice will be sent to the owner notifying that a fine has been assessed and the violation must be corrected within ten (10) days of the date of the letter in order not to occur additional fines. This will be the same if a third letter is sent. A copy of the Fining Policy is included with this letter. Also, the Covenants allow the Association and/or its contractor the right to enter onto the homesite to correct the violation. The cost(s) for the Association to correct the violation will be charged to the homeowner's account.

The fine for each violation of the same occurrence is:

1<sup>st</sup> Violations \$25  
2<sup>nd</sup> Violations \$50  
3<sup>rd</sup> Violations \$100

In the event an owner is assessed a fine for a violation, the owner has the right to request a hearing within ten (10) days of the date of the violation notice with the Board of Directors. The Board of Directors will schedule a hearing affording the owner a reasonable opportunity to be heard. The minutes of the meeting shall contain a written statement of the results of the hearing.

Any exterior modification to your property requires prior approval before the commencement of work. These include but are not limited to fences, outdoor fireplaces, pergolas, patio extensions, and any landscape enhancement, etc. If you desire to change the exterior appearance of your home or lot, please submit an application for modification form (ACC Request) to our office via email, [csm@mrgcam.com](mailto:csm@mrgcam.com), mail, or facsimile. The mailing address and facsimile number can be found at the bottom of this letter. The application for modification is on our website under the "Documents" section. **Please note that the Board has up to thirty (30) days to review and render a decision for modification requests. Please plan accordingly when submitting a request.**

We encourage all homeowners and tenants to review the Declaration of Covenants, Restrictions and Easements for the community and become familiar with the restrictions, policies and procedures of the Association.

We thank you in advance for your attention to this matter and for helping to keep your community a wonderful place to live.

Sincerely,

Montage Realty Group, LLC  
Managing agent for Springbrook Estates Homeowners Association, Inc.

## **SPRINGBROOK ESTATES HOMEOWNER ASSOCIATION, INC.**

### **Covenant and Design Guideline Fine and Enforcement Policy**

The purpose of setting standards for Springbrook Estates is to protect and preserve the quality of the property values for everyone in the community. The Covenants give the Association the power to establish rules and regulations to maintain aesthetic harmony within the community

The board will assess the following fines for the infraction of covenants, bylaws, and design guidelines with the exception of other remedies defined for specific violations in the covenants, bylaws or design guidelines. Further, please reference Article IV of the Bylaws and Article VI, Section 5 of the Covenants for additional details.

- An owner/resident in violation of an HOA Covenant, Bylaw or Design Guideline will be notified in writing to correct the problem within thirty (30) days from the date of the notice.
- If violation remains unresolved, owner will be notified with a 2<sup>nd</sup> letter to cure the violation within thirty (30) days from the date of the notice and a **\$25 fine** will be placed on the owner's account. If violation remains unresolved, owner will be notified with a 3<sup>rd</sup> letter to cure the violation within thirty (30) days from the date of the notice and a **\$50 fine** will be placed on the owner's account. If violation remains unresolved, owner will be notified with a 3<sup>rd</sup> letter to cure the violation within thirty (30) days from the date of the notice and a **\$100.00 fine** will be placed on the owner's account. The owner is responsible to contact Montage Realty Group when violation is corrected.
- In the event the violation continues, the Board may exercise self-help, as allowed by the Covenants and have contractor(s) enter onto the property to correct the violation(s). Any and all costs associated with correcting the violation will be placed charged to the owner's account. The HOA Collection Policy applies to any costs unpaid which provides the Board discretion to file a lien on the resident's property and warn of a potential lawsuit if the violation remains.

The Board shall not impose a fine until written notice shall be delivered to the resident by mail and email to the address shown on the Association's records, specifying:

1. The nature of the violation, the fine or suspension and date to be imposed, the corrective action required to avoid imposition of the fine, and a statement that the fine or suspension shall be imposed as provided in the notice unless a hearing is requested;
2. That all rights to have the fine or suspension reconsidered are waived if a hearing is not requested within ten (10) days of the date of the notice. If a hearing is requested, it shall be before the ARB/Board in executive session thereafter. At the hearing the violator shall be given a reasonable opportunity to be heard.
3. The Board of Directors reserves the right to waive fines as a onetime courtesy, based on the resident's plan to address the violation.