

# Cambridge Oaks Homeowners Association

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P.O. Box 2491 Indian Trail, NC 28079

## Covenant Violation Enforcement Process

In order to provide consistency in handling covenant violations, the Cambridge Oaks Homeowners Association Board of Directors has outlined the following progressive process in accordance with our covenants. These steps will be initiated within 14 days after a fully completed Covenant Violation Action Request Form has been submitted to the Secretary and deemed valid by the Board.

- 1.) **Informal notification**: The Board will contact the homeowner whose property is the subject of the complaint. This may take the form of an email, phone call, or an informal in-person conversation with the homeowner. **The homeowner will have 30 days to rectify the issue or respond with a remediation plan.** An email recapping the conversation will be sent by whomever contacted the homeowner to both the homeowner and Association Secretary for filing.
- 2.) **Formal letter**: If, after 30 days, the issue has not been resolved or a plan to resolve it provided by the homeowner, a formal registered letter will be mailed to the homeowner. **The homeowner will then have 30 days to rectify the issue or respond with a remediation plan.**
- 3.) **Formal hearing**: If the concern remains unresolved, the homeowner will be called to a hearing with the HOA Board (attended by at least 3 board members). The Board will determine a hearing date and will vote on an outcome that is in the interest of all homeowners. If needed, a remediation plan will be determined at the hearing.
- 4.) **Fines imposed**: Continued failure to address the violation will result in fines to be levied until the issue has been corrected.
- 5.) **Placement of lien**: A lien may be placed on the property in question when the 4 previous steps have failed to result in compliance with the covenants.

Notes:

1. **The submission of the form is on an advisory capacity to the Board and does not assume or guarantee any action to be taken by the Board.**
2. In addition to all fines and/or penalties that are levied by the COHOA, all costs associated with the successful remediation of all violations will be the responsibility of the homeowner/s in violation.
3. Anonymous complaints will not be reviewed, but confidentiality will be maintained by Board members who review any submitted form.