

# ***Discovery Heights Owners Association***

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ADMINISTRATIVE RESOLUTION NO. 2013-01  
(Replaces AR 2009-02)

MARCH 27, 2013

## **DECLARATIONS VIOLATION FINES POLICY**

WHEREAS, the Executive Board of Discovery Heights has a duty to enact policies for the fair and equitable enforcement of all association declarations, bylaws, and house rules. Alaska Statutes Section 34.08.320(a)(11) and the BYLAWS and DECLARATIONS of the ASSOCIATION authorize the Executive Board to enact policies and impose reasonable charges for violations.

NOW THEREFORE, BE IT RESOLVED THAT the procedures for violation notification and associated fees shall be as follows:

### **1. For daily, short-term, and longer-term violations:**

- A violation notice will be mailed to the unit owner detailing the infraction.
- Upon issuance of a fine, a notice will be mailed to the unit owner via certified mail.

### **2. Daily violations:**

These include the parking of more than two vehicles in the driveway, extended parking of an RV/boat/trailer, leaving trash visible from the street before pick-up day, and any other infraction that can be corrected quickly.

- The infraction must be corrected within **5 days** of the date of the violation letter, after which a fine of **\$25** will be assessed each day thereafter until the infraction is corrected and the Association Manager is notified in writing.

### **2. Short-term violations:**

These include landscaping maintenance (lawn mowing, weeding) and any other infraction that can be corrected within one week.

- The infraction must be corrected within **10 days** of the date of the violation letter, after which a fine of **\$25** will be assessed each day thereafter until the infraction is corrected and the Association Manager is notified in writing.

### **3. Longer-term violations:**

These include substandard landscaping (lack of proper trees, bushes), driveway repairs, house painting, fence repair, and any other infraction that can be corrected within a month.

- The unit owner will have **10 days** from the date of the violation letter to contact the Association Manager to discuss the work needed to bring the unit into compliance and establish a schedule to accomplish the work.
- If the unit owner fails to contact the Association Manager within **10 days** or if the violation is not corrected by the agreed completion date, **\$25** will be assessed each day until the Association Manager is contacted and a plan has been agreed or the violation is corrected.

### **4. Repeat violations:**

- Three or more subsequent violations of a similar type that occur within a 2 year period will result in an immediate fine of **\$25** per day until the infraction is corrected and the Association Manager is notified in writing.
- Upon issuance of the fine, a notice will be mailed to the unit owner via regular and certified mail.

### **5. Failure to obtain approval for an exterior project:**

The DECLARATIONS require that any project affecting the exterior of a home or property be reviewed and approved by the Architectural Review Committee prior to project commencement.

- Failure to obtain written approval prior to initiating a project will result in an immediate **\$100 fine**.
- Upon issuance of the fine, a notice will be mailed to the unit owner via regular and certified mail.
- Upon receiving written or verbal notice of violation, the unit owner must stop all work immediately and submit an Architectural Review Request within **10 days** of the date of the violation letter. Failure to meet these conditions will result in a daily fine of **\$25** until they have been met.
- The unit owner may also be required to remove or modify the project at their expense. Expenses to bring the property into conforming condition, including legal and administrative fees will be borne by the unit owner in accordance with the DECLARATIONS.

All assessments become enforceable liens on the unit according to the DECLARATIONS.

Resolution ratified by the Executive Board, March 27, 2013