

Brandy Mill Homeowners Association, Inc.

Violation Process and Policy for General Violations

Part I. General Violations: Identification, Notification & Fine Structure

1. A violation is either identified by the Board or its designated agent.
2. The report of a violation will be investigated and if found to be valid; a violation notification warning will be sent to the property owner via email, homeowner portal and via USPS regular mail.
3. A response is required within fifteen (15) days of the date on the notice. The response can be either a correction of the violation or a written response to the Board and/or the designated agent.
4. Responses to the violation are reviewed by the Board:
 - a) If the owner complies and notifies the Board or Management Company that the violation has been corrected within the required time-frame; the violation is considered satisfied and the violation is closed.
 - b) If there has been no response to the violation warning notice or the violation has not been corrected: a non-compliance notice (second, third if necessary) will be sent with a fine attached and time-frame of ten (10) days within which to comply.
5. If an owner wishes to appeal a violation, a written request must be received by the Board and/or designated agent requesting a meeting within ten (10) days of the date of the violation. The Board will schedule a meeting within 30 days of the request.
6. Non-compliance notices, after the initial warning notice, that are not responded to in writing and/or not corrected within the time frame required will accrue fines. Continued failure to respond to the violation will result in the matter being turned over to the association attorney for legal action. Any legal fees incurred will be applied to the property owner's lot.