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### *Beebe Ranch HOA Covenant Violation Process*

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The Homeowners Association Board of Directors and the Protective Covenants Compliance Committee (PCCC) is committed to help protect and preserve the overall environment of our community. One of the tasks the board and the PCCC is responsible for is to respond to reports of covenant compliance violations.

In keeping with this commitment, a form called the 'Compliance Committee Review Request' must be submitted via email to [compliance@beeberranchhoa.com](mailto:compliance@beeberranchhoa.com) or by mail to PO Box 161, Orondo, WA 98843. The form is available on the beeberranchhoa.com website under the Home Owner Area/Forms & Info/CCRs, By-laws & Forms. All information on the form must be completed.

In general, the process works as follows;

- The PCCC will review each submission to determine if a complaint has merit.
- If the complaint does not have merit the PCCC will notify the originator and the BOD.
- If the complaint has merit the PCCC will make a recommendation and forward to the BOD for action.
- The BOD will review the recommendation and take one or more actions:
  - Visit the property in question
  - Talk to the member about the issue
  - Notify the member of the issue and make recommendations for resolution.
  - Notify the originator that action is being taken

The property owner will be given a reasonable period to:

- Take corrective action
- Submit an appeal explaining why there is no merit for the request
- Request the opportunity to meet with the Board to discuss the situation and its resolution

After the appeal or discussion, the board will make a final decision as follows:

- The violation has been resolved and no further action is necessary
- The owner will be given a reasonable time to resolve before fines are imposed

If the violation is not resolved within the given period, the board has the right to impose fines as follows:

- \$10 per day for the first 30 days
- \$20 per day for days 31 through day 60
- \$25 per day for days 61 and above, until the violation is corrected

Repeat violations, where a decision was previously rendered, will have fines doubled. Fines are due and payable on the date they are imposed. Late fees will be applied if not paid within 10 days of notice. Fees associated with collection, including but not limited to; lien fees (filing & release fees), attorney fees, bookkeeping fees etc. will be charged to the property owner, pursuant to the protective covenants.

The committee and the board will make every effort to work with the property owner toward a timely and reasonable resolution.

A record will be kept of all correspondence and conversations with the property owner, the board and the PCCC.

All property owners are members of the Beebe Ranch HOA and are subject to its Protective Covenants, Amendments, and By-laws. Members are responsible for educating themselves about all written details of these requirements.