

Oakridge at Cooper Ranch

Administration of Covenants (Remedies)

Enforcement of Covenants Enacted in 2013

The Board (under the recommendation of legal counsel) created a Covenant enforcement policy and implemented it in August of 2013. The following is an overview of that policy as shown in the Board Minutes of the November, 2016 Annual Meeting. (*ed. note - updated to reflect the current Management Company*).

Oakridge utilizes First Commercial Association Services for neighborhood inspections. They periodically survey the neighborhood for covenant violations. A notification letter will be issued to the homeowner from First Commercial indicating the violation (many times including a picture) and citing the covenant.

If violation is no longer applicable (meaning it has already been remedied), simply call First Commercial and advise. Otherwise, please contact First Commercial and advise of action plan (in writing).

1. **Letter 1:** Violation letter sent monthly by First Commercial for covenant violations. Most of the time the violation is remedied quickly and no further action is required.
2. **Letter 2:** Second Violation letter sent monthly by First Commercial for covenant violations. Requests homeowner to contact First Commercial within 20 days with a remediation plan.
3. **Letter 3:** Demand letter is sent for the same offense, it will indicate that if the violation is not corrected (and First Commercial must be informed of the correction), a \$25 a day “special assessment” will start on the first day of the next month. This letter is usually sent both regular mail and registered mail.
4. **Fine Letter:** Starting on the first day of the next month, the \$25 per day will be assessed to the violating homeowner.
5. **House Lien:** After one month of fees have accrued, the homeowner will receive a bill sent registered mail, due immediately. This will repeat until resolved and First Commercial is informed of the corrective action.
 - If this is not paid immediately, an open lien will be issued on that residence, accruing at a rate of \$25 per day plus expenses.
 - This fee will continue to accrue until the problem is corrected.
 - The Lien will remain until the special assessed fee and related expenses are paid in full.