



## CLIPPER ESTATES MASTER HOMEOWNERS' ASSOCIATION INC

### CCR VIOLATION AND APPEAL PROCESS

#### PROCESS FOR NON-COMPLIANT HOMEOWNERS

1. A letter will be sent through the United States Postal Service by the HOA property manager describing the violation(s) and notifying the homeowner that fines will begin if the violation(s) are not corrected within 10 days.
2. A certified and regular mail letter will be sent through the United States Postal Service after 15 days stating fines will begin in 10 days if violation(s) are not corrected.
3. At 25 days a certified and regular mail letter will be sent through the United States Postal Service informing the homeowner that 25 days of fines at \$50 (Architectural) and \$35 per day (all other) have been applied retroactively.
4. When fines reach \$1,000 the lien process will begin on the property.
5. When liens & fines reach \$4,500 a judgement will be sought to enforce the liens.
6. At the six-month point, the HOA will reserve its right to take legal actions as deemed necessary up to and including foreclosure.
7. Repeat offenders will have any forgiven fines reinstated.

#### APPEALS PROCESS FOR NON-COMPLIANCE HOMEOWNERS

1. The homeowner has until 10 days after notification that fines have been retroactively applied to appeal **"IN WRITING"** their position on the matter.
2. The appeal letter must be delivered by U.S.P.S. Certified Mail to the HOA Management Company at: Clipper Estates Homeowner Association, PO Box 3190, Slidell, LA 70459.
3. The HOA Board and the Property Management Company will respond in writing within 15 days of receipt of an appeal letter with the findings of the Board.
4. If the appeal is granted or fines are modified, the fines applied to date will be adjusted or eliminated based on the resolution of the appeal and rectification of the violation(s).
5. If the appeal is rejected, that will in no way slow down or hinder the Non-Complaint Process of Fines, Liens, Judgement, and/or Foreclosure detailed above.