

## ***Due Process Policy for CC&R Violations***

### **27 DUE PROCESS:**

When violations of the Woodridge Estate's lot owners approved CC&Rs are observed or reported, the following procedure will be enacted:

- 1) A phone call or personal visit from a board member will occur. This will be a respectful courteous interaction. The board member will help the lot owner understand the violation by bringing a copy of the approved rule that the lot owner agreed to by being a member of Woodridge Estates sub-division. The objective will be to seek a time when the violation will be corrected (immediately if possible).
- 2) After the agreed to period of correction has passed, and action has not been taken by the lot owner to come into compliance with our CC&Rs, a formal letter will be written by the board. The letter will cite the violation, the failed agreement that the lot owner did not comply with, and a specific date that the board expects the correction to be made.
- 3) If compliance is still not realized, the matter will be submitted to our attorney. The lot owner will be notified that all legal fees and costs related to continued efforts to resolve the violation will be charged to the lot owner. A \$50.00 per day non-compliant fee may commence until the correction is made. If the lot owner fails to correct and/or pay the legal and penalty fees, a lien will be placed on the lot owner's property. Continued unpaid costs may be submitted to a collection agency.

*Revised 3-1-14*