

PRESCOTT SUMMIT PROPERTY OWNERS ASSOCIATION  
Compliance Policy

**Purpose:** To ensure compliance with the Association's Governing Documents (including the Articles of Incorporation, ByLaws, CC&Rs and the Design Guidelines) and the laws of the State of Arizona, and to maintain, preserve, enhance, and protect the property values and assets of the community.

1. The Board (with the help of the Architectural and Compliance Committee) will send a Courtesy Notice in writing. The owner will be given at least ten days (or a specified date) to notify the Board of the plans to correct the violation. This number may be changed depending upon the circumstances. This letter will be sent by regular, non-Certified mail.
2. If the owner does not comply with the request in the Courtesy Notice, the Association will send a First Notice of Non-Compliance, indicating lack of response to the Courtesy Notice (along with a copy of the Courtesy Notice). The Notice will specify the provision of the Document that has been violated, the date the violation was observed, the name of person(s) who observed the violation, amount of monetary penalty (see Fine Schedule), and the process the owner must follow to contest the Notice, and right to be heard.

The owner will be given at least ten business days to contact the Board or to correct the violation, contest the notice pursuant to statute and/or request an opportunity to be heard. This letter will be sent by Certified, return receipt mail.

3. A. If the owner complies and requests an opportunity to be heard regarding the monetary penalty, the Association will respond within ten business days.  
B. If the owner does not comply and requests an opportunity to be heard regarding the monetary penalty, the Association will respond within ten business days.  
C. If after ten business days of sending the first Notice, the owner does not comply, and does not request an opportunity to be heard, the Association will send the Second Notice of Non-Compliance which will specify the amount of the monetary penalty (see Fine Schedule), and right to be heard.

All Board responses to the above scenarios, will be in writing and will be sent by Certified, return receipt mail. Copies of all correspondence, and the return receipt will be put in the property owners file.

4. If after 10 business days of sending the second Notice, the owner does not comply, and does not request an opportunity to be heard, the Association will send a Final Notice of Non-Compliance which will specify the amount of the monetary penalty (see fine Schedule), and/or turn the matter over to legal counsel for legal action. This letter will be sent by Certified, return receipt mail.
5. If an owner does not comply beyond that set forth in step 4 above, the Association may enforce further action to include increased fine and/or legal counsel. At this point a lien may be placed on the property to prevent sale of the property without being in compliance.
6. At any time, the Association may turn a matter over to legal counsel for legal action.

Adopted: \_\_\_\_\_ Board President: \_\_\_\_\_

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Monetary Penalty Schedule

Courtesy Notice:	No fine
First Notice of Violation:	\$ 50.00
Second Notice of Violation:	\$100.00
Final Notice of Violation:	\$150.00

Further action to be determined by the Board to include legal action or other options as allowed by the Association's Governing Documents (including the Articles of Incorporation, ByLaws, CC&Rs and the Design Guidelines) and the laws of the State of Arizona.

Adopted: \_\_\_\_\_ Board President: \_\_\_\_\_