



Croatan Crossing Homeowners Association

Pursuant to Section 4.3 of the Declaration of Community Covenants & Restrictions (CCR), the following Rules are formally adopted by unanimous consent of the Croatan Crossing Homeowners Association Board of Directors during a special Executive meeting on 26 April, 2023.

Procedures for issuing CCR violation notices and issuance of resulting special assessments

HOA Violation Notice Procedures: It is hereby the Association Board of Directors intention to keep interventions for violations to a minimum and prioritize the handling of violations in the following manner:

- 1) Any violations affecting the safety of property owners or the neighborhood in general
- 2) Violations brought about by complaint of a property owner
- 3) Violations observed & reported by HOA board members
- 4) Violation notices will be sent to property owners via ManageCasa and/or serialized written notice via first class/certified mail. Regardless of a property owners ManageCasa registration status, all violation notices will be uploaded/archived within the property owners association maintained ManageCasa account.
- 5) Property owners will have (10) days from the date of the letter to comply with the notice's corrective actions and provide the HOA with notification once the issue is resolved.
- 6) If the property owner remains in non-compliance, a second notice will be sent via the same means warning that failure to comply within 10 additional days from the date on the letter will result in a fine of not more than \$150.00 (annual association dues) for each CCR they're in violation of.
- 7) A third violation notice for the same issue will result in the issuance of a "fine assessment" as penalty for noncompliance which will include all administrative costs associated with adjudicating the violation.