

**Las Vegas Ranch Estates
Property Owner's Association
Compliance and Enforcement Policy
Effective January 1, 2019**

Purpose: To ensure compliance with the Association's Governing Documents (including the CC&Rs, Articles of Incorporation, By-Laws, Design Guidelines, and the Rules and Regulations) and the laws of the State of Arizona, and to preserve and protect the assets of the community.

The Association's Governing Documents are enforced in a reasonable manner and in the best interest of the Association. Without respect to severity, all formal complaints will be handled by the following process. At least one person must complete and sign a written complaint form if it is believed that a Member or his guests, invitees, renters or lessees have violated the Governing Documents. Written complaint forms are available on the Association's website. The complaint must set forth in concise language the acts or omissions for which the alleged violator is charged, and must specify the specific provisions of the Governing Documents which allegedly have been violated. The complaint must be as specific as possible as to time(s), date(s), place(s), and person(s) involved. Completed and signed written complaints forms must be returned to the Association's community manager. **Anonymous or verbal complaints will not be accepted.** Upon receipt of a written complaint form, the Association will contact the complainant and acknowledge receipt. The Association will verify that the complaint alleges an actionable violation of the Governing Documents and inform the complainant of the assessment and proposed actions to be taken if a violation is validated.

Notice	Action	Fine
Informal Resolution	After verifying the alleged violation(s) in the written complaint form, a Board Member or other Association agent will attempt, if feasible, to notify such person(s), either in person or by telephone and attempt informally to obtain compliance. The Association is in no way obligated to give such oral notice or to seek informal compliance.	No Fine
Courtesy Notice	If compliance is not achieved through the informal resolution process or if the informal resolution process is not utilized by the Association, the Member shall be advised in writing with a Courtesy Notice and the Member will be given twenty-one (21) calendar days to correct the violation, contest the notice pursuant to statute, or request an opportunity to be heard. The number of days given to correct the violation may be increased at the discretion of the Board.	No Fine

First Notice	If the Member does not comply with the request in the Courtesy Notice, the Association will send a First Notice that will specify (i) the provision of the Governing Documents that has allegedly been violated, (ii) the date the violation was observed, (iii) the monetary penalty that will be assessed against the Member if the violation is not cured, (iv) the name of the person(s) who observed the violation, (v) the process the Member must follow to contest the Notice, including the Member's right to request an administrative hearing with the Arizona Department of Real Estate, and shall notify the Member of his or her right to be heard. The Member will be given ten (10) business days to correct the violation, contest the notice pursuant to the statute, or request an opportunity to be heard.	\$50
Second Notice	If after ten (10) business days of sending the First Notice, the Member does not comply and does not request an opportunity to be heard, the Association will send a Second Notice which will specify (i) the provision of the Governing Documents that has allegedly been violated, (ii) the date the violation was observed, (iii) the monetary penalty that will be assessed against the Member if the violation is not cured, (iv) the name of the person(s) who observed the violation, (v) the process the Member must follow to contest the Notice, including the Member's right to request an administrative hearing with the Arizona Department of Real Estate, and shall notify the Member of his or her right to be heard. The Member will be given ten (10) business days to correct the violation, contest the notice pursuant to statute, or request an opportunity to be heard.	\$150
Final Notice	If after ten (10) business days of sending the Second Notice, the Member does not comply, does not contest and does not request an opportunity to be heard, the Association will send a Final Notice which will specify the amount of the monetary penalty, and/or turn the matter over to legal counsel for legal action. The Final Notice will be sent to the Member by certified mail with a Return Receipt acknowledgment and by regular U.S. mail service.	\$250

Nothing as set forth above will limit the Board's right to take immediate legal action at any time, regardless of the presence or absence of notices, for any violation that the Board of Directors determines in its sole and absolute discretion requires immediate legal action.

Adopted: 12/5/2018

Board President: Joseph Dalros