

## Reinforcement Process: Warnings, Violations, and Corrective Actions

The following process outlines how the Williamsburg Townhome Association (“Association”) and its Management Company will address violations of the Association’s Covenants, Bylaws, and Rules & Regulations. The goal of this process is to promote compliance through communication, fairness, and consistency.

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### 1. Observation and Documentation

- The Manager, a Board member, or a homeowner may observe or report a potential violation.
  - All reports must be submitted **in writing** to the Management Company, including the **date, time, location, and description** of the violation.
  - The Manager will confirm and document the violation with photographs or written evidence before issuing any notice.
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### 2. First Notice – Courtesy Reminder

- The homeowner will receive a **Courtesy Reminder** via email or mail, outlining the nature of the violation and referencing the applicable covenant, bylaw, or rule.
  - The notice will include the date the violation was observed, corrective guidance, and a **reasonable deadline** (typically **7–14 days**) for the homeowner to voluntarily correct the issue.
  - No fines or penalties will be assessed at this stage.
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### 3. Second Notice – Formal Violation Notice

- If the violation remains unresolved after the courtesy period, a **Formal Violation Notice** will be issued.
  - This notice will restate the violation, include photo documentation (if applicable), and specify:
    - The prior reminder date,
    - The continued noncompliance, and
    - A **deadline for correction** (usually **7 days**).
  - The notice will also outline potential fines or further enforcement actions if the violation is not resolved.
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### 4. Third Notice – Final Notice / Fine Assessment

- If the homeowner fails to correct the violation within the stated deadline, a **Final Notice** will be issued.
- The notice will:

- Summarize the previous communications,
  - Impose an **initial fine** (e.g., **\$25–\$50**) depending on the severity and recurrence, and
  - Warn that continued noncompliance will result in **escalating fines or additional enforcement**, including legal remedies or suspension of privileges.
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## 5. Hearing Opportunity

- Prior to imposing ongoing or substantial fines, the homeowner will be given an opportunity to **request a hearing** before the Board.
  - Requests must be submitted **in writing within 10 days** of the Final Notice.
  - The Board will review the violation and the homeowner's response in good faith, then render a final decision by vote.
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## 6. Ongoing Noncompliance

- If the homeowner does not correct the violation following a Board decision:
    - The Board may authorize **additional fines** (e.g., \$25–\$100 per day or per occurrence),
    - **Suspend voting or common area privileges**, and/or
    - **Pursue legal or administrative remedies**, including recovery of attorney's fees and costs.
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## 7. Resolution and Recordkeeping

- Once the violation is resolved, the Manager will confirm compliance, issue a **Resolution Confirmation Letter**, and close the case.
  - All documentation — including notices, photos, emails, and correspondence — will be kept in the Association's records for **no less than 3 years**.
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## 8. Consistency and Fairness

All enforcement actions will be conducted in a **uniform and impartial manner**, ensuring no homeowner is subject to selective enforcement. The Association's objective is always **compliance over punishment** and maintaining the shared integrity and property values of the Williamsburg Townhome community.