

**UNANIMOUS CONSENT TO ACTION
BY THE BOARD OF DIRECTORS
ZAMORA VILLAS CONDOMINIUMS OWNERS ASSOCIATION**

c/o RPM Phoenix Valley
20827 N Cave Creek Road, #101
Phoenix, AZ 85024

FINE POLICY AND APPEAL PROCESS

The undersigned, constituting all the members of the Board of Directors of Zamora Villas Condominiums Owners Association, an Arizona nonprofit corporation, hereby take the following actions in accordance with Article VI of the By-Laws.

RESOLVED, that the Board of Directors hereby approves the Fine Policy and Appeal Process for Zamora Villas Condominiums Owners Association attached to this resolution.

The Board of Directors hereby instructs the managing agent to notify all Owners of the implementation of the Fine Policy and Appeal Process effective as of August 20, 2021.

IN WITNESS WHEREOF, the undersigned have executed this consent as of this ____ day of _____, 2021

DocuSigned by:



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Julie Desman

President – Zamora Villas Condominiums Owners Association

DocuSigned by:



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Johnathan Jackson

Treasurer - Zamora Villas Condominiums Owners Association

DocuSigned by:



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Jai Chadha

Vice President - Zamora Villas Condominiums Owners Association

**ZAMORA VILLAS CONDOMINIUMS OWNERS ASSOCIATION
FINE POLICY AND APPEAL PROCESS
Effective August 20, 2021**

FINE POLICY

Pursuant to the Declaration, the Association shall have the right to adopt a schedule of fines for violation of any provision of the Governing Documents. The following Fine Policy and Appeal Process shall be followed for Zamora Villas Condominiums Owners Association:

FIRST NOTICE: An initial written warning notice of the violation shall be mailed to the Owner requesting compliance within thirty (30) days – **NO FINE**

SECOND NOTICE: If violation still exists thirty (30) days after the initial notice of violation a second notice requesting compliance within (30) days shall be mailed to the Owner. A **\$25.00 FINE** will be assessed with the second notice of a violation and is due immediately.

THIRD NOTICE: If violation exists thirty (30) days after the second notice of violation, a third notice requesting compliance within (30) days shall be mailed to the Owner. A **\$50.00 FINE** will be assessed with the third notice of violation and is due immediately.

FOURTH NOTICE: If violation exists thirty (30) days after the third notice of violation, a fourth notice requesting compliance within (30) days shall be mailed to the Owner. A **\$60.00 FINE** will be assessed with the fourth notice of violation and is due immediately.

CONTINUING VIOLATIONS: If the violation continues without resolution after the fourth notice of violation, a **FINE of \$60.00 shall be assessed every thirty (30) days increasing monthly by \$10 per occurrence** until the violation is resolved. In addition, the Board of Directors shall have the right to remedy the violation and/or take legal action, the cost of which shall be invoiced to the Owner and collected in the same manner as assessments.

FINES: No fine shall be imposed without first providing a written warning to the Owner describing the violation and stating that failure to correct the violation within thirty (30) days of the original violation shall make the Owner **subject to imposition of a fine**. Failure to pay any fine shall subject the Owner to the same potential penalties and enforcement as failure to pay any assessments under the Declaration.

Notwithstanding the foregoing, the Board of Directors reserves the right to seek Injunctive Relief at anytime regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and absolute discretion constitutes a material danger to persons or property or requires immediate action for any other substantial reason.

The Board of Directors reserves the right to take any action permitted by law or the Declaration, in addition to the above-mentioned fine policy.

APPEAL PROCESS

- When a violation notice is sent to an Owner, such notice shall include a statement notifying the Owner that he/she has the “RIGHT OF APPEAL”.
- An Owner/member who receives a written notice that the condition of the property owned by the member is in violation of the community documents without regard to whether a monetary penalty is imposed by the notice may provide the association with a written response by sending the response by certified mail within twenty-one (21) calendar days after the date of the notice. The response shall be sent to the address identified in the notice.
- Appeals shall demonstrate **extenuating circumstances** which require deviation from the Governing Documents.
- Appeal shall include all pertinent backup information to support the existence of the extenuating circumstance.
- All decisions of the Board are final and may not be further appealed.
- Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered **DENIED**.
- The Owner appealing the violation will be given a written notice that the appeal has been received and it will be reviewed by the Board.
- If the appeal is denied, the Owner must bring the violation into compliance within thirty (30) days. If the violation still exists after thirty (30) days, the Owner will be fined a FINE of \$100.00 which shall be assessed every thirty (30) days increasing monthly by \$25 per occurrence until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Homeowner and collected in the same manner as assessments.