

Meadow Creek Fine Process

This procedure outlines the process for administrating violations and fines for Meadow Creek Airpark. The intent of this procedure is to process member violations and fines in a fair, uniform manner.

1) Violation Observations

The Architectural Committee members and Board members are the primary source of noting violations in the community. In addition, any member of the community may report a violation. Violations are to be reported to the Chairperson of the Architectural Committee or their designee.

2) Violation Classifications

There are three classes of violations:

Serious Violations

Serious Violations are violations that endanger the safety and security of other members. These include:

1. Reckless driving and/or speeding in the development
2. Vehicles and/or walking on the runway
3. Overriding the operation of the entrance gates
4. Community Property Damage

Construction Violations

Construction Violations are violations that result from major construction projects in the development by owners or their contractor(s). These include:

1. Not providing a minimum of 24 hour notice to Board member of a concrete delivery.
2. Concrete loads in excess of 5 yards
3. Not using a pumper for footing, foundation and flatwork pours when ground conditions are not suitable as determined by the Board
4. Not cleaning the roadway of stones or dirt at the end of each workday.
5. Use of South gate for construction vehicle access
6. Construction during the hours of 8pm and 6:30am
7. Heavy construction vehicles using the roads during the spring thaw period
8. Construction worker parking violations
9. Not providing a 20 yard dumpster during major construction
10. Driving, walking or placing material on the runway taxi-ways/paved easements
11. Not maintaining silt fencing
12. Not installing a culvert and construction driveway prior to the start of a new home
13. Not providing a construction portable toilet
14. Debris left on site and not placed in a dumpster
15. Burning of Waste
16. Road or adjacent property damage

Misdemeanor Violations

Misdemeanor Violations do not endanger the safety and security of other members and are minor in nature. Examples include:

1. Garbage tote violations
2. Unapproved street parking
3. Parking more than 2 vehicles in driveway overnight
4. Trailer, camper and boat driveway parking in excess of 3 days before or after a trip
5. Commercial vehicle parking
6. Derelict vehicle parking
7. Offensive odors
8. Loud noises/music
9. Basketball hoop violations
10. Trampoline violations
11. Leaving pet waste on other member's property
12. Excessive grass and weed growth
13. Non-approved For Sale Signs
14. Airport use violations
15. Exterior changes without Architectural Committee approval including:
 - A. Exterior color changes including roofing, siding, doors and trim
 - B. Landscape changes
 - C. Live tree additions/removal
 - D. Construction of patios, fences or structures
 - E. Re-grading of a lot
 - F. Lot drainage modifications

3) Violation Notifications

The process of Violation Notification depend on the type of violation. Serious and Construction Violations do not require a Verbal or Written Notice whereas Misdemeanor Violations do require Verbal and Written Notices prior to fining an owner. The Notification Process is as follows:

Serious and Construction Violations

In general, fines for Serious violations and Construction violations are imposed by the Board without any prior notification. Such fines, however, may be appealed by the owner at the next Board meeting.

Misdemeanor Violations

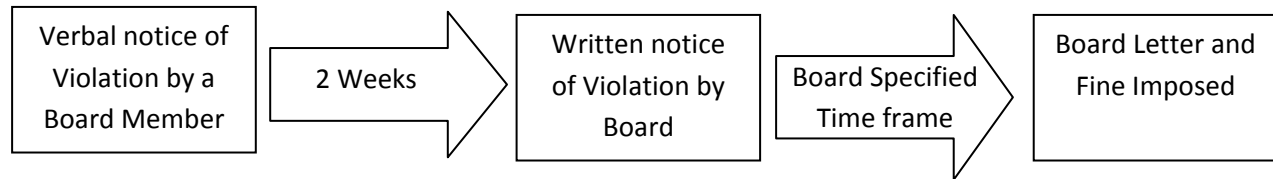
Notification of a Misdemeanor Violation is a three step process as follows:

1. After a violation has been reported, a Board member is to verbally discuss the violation with the offending member. If it is a homeowner in the development, an attempt is to be made to discuss the matter in person. If after multiple visits, the homeowner is not available, then the Board member may discuss the matter via a phone call. Non-homeowners are to be contacted via a phone call.
2. After being verbally notified of the violation and two weeks has passed, if the violation still exist, a letter shall be mailed to the owner from the Board of Directors. The letter shall notify the owner that if the violation is not corrected within a timeframe set by the Board (typically two weeks of the date

of the letter), a fine will be imposed for the violation. The amount of the initial fine and any reoccurring fine amounts shall be noted in the letter.

3. After the timeframe set by the Board in the written notification, if the violation has not been corrected, a second letter is to be sent which includes an invoice for the fine. Monthly fine invoices shall continue until the violation is corrected. The letter is to note that the fine may be appealed by personal appearance before the Board of Directors at the meeting following receipt of the letter.

A flowchart of the notification process for a Misdemeanor Violation is shown below.



4) Abusive Behavior

Some homeowners consider how they maintain the exterior appearance of their home as an absolute Inalienable Right. They feel such right overshadows any Covenant or Rules that may exist for the Meadow Creek community that they chose to live in. As a result, a homeowner may become overly aggressive or verbally abusive when a Board member tries to discuss a Misdemeanor Violation with them. Should this occur, it shall be noted in the record and the Board may elect to just mail future violations to the owner without first attempting to discuss the matter in person or by phone.

5) Occasional Violations

This violation process is intended for enforcing of habitual rule violations by an owner or their family members. It is not the intent of this procedure to pursue an owner that may occasionally inadvertently violate a rule. The Board does not want members to feel that we are there to watch and control them. Thus, the violation process should not to be initiated for occasional violations by an owner such as an extra overnight vehicle that is occasional left in the driveway or the occasional garbage tote left out an extra day because an owner forgot or was not home in time to put it away.

6) Appeal Process

An owner that incurs a fine which they feel is unjustified, may appeal the fine to the Board of Directors. When a fine is issued, the notice shall include instructions that the fine may be appealed. The fine notice shall advise the owner that the appeal needs to be done within 30 days of receipt of the fine by notifying the Association Secretary by email at secretary@meadowcreekairpark.org that they will be attending the Board meeting and will be appealing the fine. The Secretary is to add the appeal request to the Meeting Agenda. Board meetings are typically the 3rd Thursday of each month at 7pm and are posted before the meeting date on the bulletin board next to the mailboxes and at the gate entrances.

7) Noncompliance

If after being notified and fined for a violation, an owner does not correct the situation, the Board may remedy this issue by a Board member(s) or a Board hired contractor correcting the violation. If a contractor is retained to correct the violation, the cost is to be billed to the owner.

8) Schedule of Fines

The Board may impose fines using the following schedule as a guideline. Fines may be increased from those shown for repeat offenders of the same violation. When imposing a fine, the Board only needs to determine the conduct or violation more probably occurred based upon its evaluation of the evidence or testimony presented. The Board, in the exercise of its sole discretion, may determine that aggravated circumstances require a fine to be increased, reduced or waived.

9) Records

Violation Reports shall be prepared in the form similar to that provided in this procedure and submitted to the Chairperson of the Architectural Committee or their designee. Each record shall include the following:

- Lot Number
- Owner's Name
- Person Reporting the Violation
- Date Violation was first observed
- Description of the Violation

The Board of Directors shall maintain a Summary of Violation Dispositions in the form similar to that provided in this procedure. The summary shall include:

- Lot Number
- Owner's Name
- Person Reporting the Violation
- Date Violation was first observed
- Description of the Violation
- Date the offender was verbally notified of the violation
- Person notified
- Notification person
- Date the offender was notified of the violation via letter
- Date fine was imposed

Schedule of Fines

Serious Violation Fines

Reckless driving and Speeding in the development	\$100
Vehicles on the runway	\$100
Walking on the runway	\$50
Overriding the operation of the entrance gates	\$250
Community Property Damage	Cost plus Fine

Construction Violation Fines

24 hour notice to Board member of a concrete delivery	\$500/incident
Delivery of a concrete load in excess of 5 yards	\$500/truck
Not using a pumper for concrete pours	\$100/incident
Culvert Installation Inspection	\$500/incident
After hours concrete pour	\$100/incident
Stones or dirt left in roadway at the end of a workday	\$50/day plus costs
Use of South gate for construction vehicle access	\$25/vehicle/day
Construction during the hours of 8pm and 6:30am	\$50/incident
Heavy construction vehicles during the spring thaw period	\$500/day
Parking Violations	\$25/vehicle/day
Walking or placing material on the runway taxi-ways/paved easements	\$100/incident
Not maintaining silt fences	\$25/day
Lack of construction portable toilet	\$25/day
Debris left on site and not placed in a dumpster	\$25/day
Burning of Waste	\$50/incident
Erosion Controls/Silt Fence	\$25/day
Road or adjacent property damage	\$50/day plus costs
Non-Approved Architectural changes	\$100/incident

Misdemeanor Violations

Garbage tote violations	\$10/day
Unapproved street parking	\$10/vehicle
Parking more than 2 vehicles in driveway overnight	\$10/day/vehicle
Driveway parking with 20 feet of the road	\$10/day/vehicle
Derelict vehicle parking	\$10/day/vehicle
Commercial vehicle parking	\$10/day/vehicle
Trailer, camper and boat parking in excess of 3 days before/after a trip	\$10/day/vehicle
Basketball hoop violations	\$10/week*
Trampoline violations	\$10/week*
Leaving pet waste on other members property	\$10/incident
Excessive grass and weed growth	\$25/week*
Unapproved Exterior color changes including roofing, siding, doors and trim	\$25/week*
Unapproved Landscape changes	\$25/week*
Unapproved Live tree additions/removal	\$25/week*
Unapproved Construction of patio, fences or structures	\$25/week*

* Until Removed/Corrected or Approved by the Board

Meadow Creek Violation Report

Lot Number _____ **Owner** _____

Date Violation was First Observed _____ **Reported By** _____

Description of the Violation _____

Meadow Creek Violation Report

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Date Violation was First Observed _____ **Reported By** _____

Description of the Violation _____

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