

# *Richmond Place Homeowner's Association*

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## **RICHMOND PLACE COVENANT VIOLATION AND FINE POLICY**

In accordance with and support of the Declaration of Covenants, Conditions, Restrictions and Easements for the Richmond Place Subdivision, recorded in Bryan County Georgia on July 21, 2017, Book 1275, Page 0797, the following policy has been created and approved to properly and effectively communicate the official notice to homeowners the policy of issuing violation notices, charging fees, assessing fines, and the abatement and all associated costs should it be necessary. This policy shall go into effect September 1, 2017, as it has been mailed to all Richmond Place property owners to their address of record as it has been provided. It is the responsibility of the homeowner to notify their managing agent and/or tenants of this policy if applicable as the property owner is the responsible party as defined in the above referenced document.

### **Determination of Violations**

Concerns regarding covenant violations must be made directly to the HOA's managing agent or the BOD (Board of Directors). All concerns will be verified by a management agent or board member and the name of the reporting individual is never divulged, however, anonymous complaints will not be pursued. A CCR violation form is available on our website [www.richmondplaceghoa.com](http://www.richmondplaceghoa.com).

Once a concern has been verified and deemed a violation, a letter will be sent to the owner of record. The notification process and fine process is detailed below. This process will be followed EXCEPT in the event the violation is a health and safety issue. In the case of an emergency, the homeowner will be given one (1) **courtesy**/violation letter. Please note regular US Mail will be used to deliver all notifications and in the event certified mail is used, failure to accept the delivery DOES NOT relieve the homeowners of being responsible for complying with the violation process or fine schedule. An email copy will be sent if an email address has been provided. Any question or concern regarding the violation is to be submitted in writing to the BOD at [rphoa.bod@gmail.com](mailto:rphoa.bod@gmail.com) or PSM at (912) 236-7575.

If you rent your home, as the homeowner, you are responsible for making your tenants aware of the Covenants AND the consequences of not adhering to the Covenants. As the homeowner, you are also responsible for payment of any and all fines, fees, and charges that are assessed as a result of your tenants' violations.

### **Notification Process and Fine Schedule**

**Courtesy Notice:** Seven (7) days from date of letter to remedy violation

**Second Notice:** Seven (7) days from date of letter to remedy violation to avoid deactivation of Amenity Access Card and \$25 fee and Assessment of \$25 fine.

**Final Notice:** Seven (7) days from date of letter to remedy violation to avoid possible abatement of violation with all costs to be paid by owner. If the violation is of nature that cannot be addressed by the HOA, a per diem fine may be assessed.

### **Payment of Fines**

Payment of the Deactivation/Reactivation Fee and any assessed Fine is due within thirty (30) days of the date of notice. Any charges associated with the abatement/remedy as noted in the Final Notice will be due within thirty (30) days of the date of a statement outlining all associated charges. Any fine or assessment not paid within thirty (30) days may be subject to late fees and interest penalties in accordance with state law. Payments are to be made to the Richmond Place HOA and either mailed to PSM's mailing address or may be paid electronically as directed by PSM.(Paylease)

### **Repeat Violations**

The HOA and management company monitoring of violations will include identification of repeat offenders. A repeat will be considered the same or like violation within a twelve (12) month period. This will trigger a three (3) day notice and the process will pick up at last point in Notification and Process Schedule.

Revised September 2019