

**CITRUS HEIGHTS  
HOMEOWNERS ASSOCIATION  
(Phoenix, Arizona)**

**POLICY 2001.1**

**GUIDELINES FOR HANDLING INFRACTIONS/VIOLATIONS OF CC&RS**

The Board of Directors of Citrus Heights Homeowners Association, on August 16, 2001, adopted the following policy, adding 2001.1 to the enforcement provisions of the Declaration of Covenants, Conditions, Restrictions & Easements.

**I. VIOLATION OCCURS OR IS FIRST NOTICED**

1. First written notification of the violation.

**II. VIOLATION EXISTING AFTER FIRST NOTICE IS SERVED**

1. Second written notification of the violation.

**III. VIOLATION EXISTING FOR 14 DAYS AFTER SECOND NOTICE IS SERVED**

1. Third written notification of the violation. Notice will include a hearing date, along with intent to impose monetary penalties if violation is not corrected within 14 days.

**IV. VIOLATION EXISTING FOR 14 DAYS AFTER THIRD NOTICE IS SERVED**

1. Fourth written notification of violation. Notice will include \$25.00 monetary penalty.

**V. SUBSEQUENT CONTINUED / REOCCURRING VIOLATION**

1. Written notice of violation. All further notices will result in the monetary penalty doubling every 14 days until compliance is reached. Once fine reaches \$200.00, the penalty will then go to \$10.00 per day.

**CITRUS HEIGHTS  
HOMEOWNERS ASSOCIATION**

**HANDLING OF DELINQUENCIES  
POLICY 2001.2**

**Assessments/Fees Delinquent 30 days after due date:**

1. Management company is to send their standard late payment notice.
2. Delinquent account will be charged/assessed a \$15.00 late charge.
3. Treasurer to be notified via the monthly collections report.

**Assessments/Fees Delinquent 60 days after due date:**

1. Management company is to send their standard late payment notice.
2. Delinquent account will be charged/assessed a \$15.00 late charge.
3. Management company will make every conceivable effort to discuss with the homeowner their delinquent status and attempt to bring the account current.
4. Treasurer to be notified via the monthly collections report.

**Assessments/Fees Delinquent 75 days after due date:**

1. Management company is to send their standard late payment notice.
2. Management company will make every conceivable effort to discuss with the homeowner their delinquent status and attempt to bring the account current.
3. If attempts by the management company to bring the account current are not successful, management company will file a Declaration of Lien against the home and the delinquent account will be charged a \$50.00 Lien fee, and \$9.00 filing fee.
4. A copy of the Declaration of Lien will be sent by U.S. Mail to the homeowner.
5. Management company will collect the homeowners key to the common area facilities.
6. Board of Directors will be notified at the monthly meeting as to a status of delinquencies.

**Continuing Delinquency past 90 days:**

1. Management company is to send their standard late payment notice.

2. Delinquent account will be charged/assessed a \$15.00 late charge.
3. If attempts by the management company to bring the account current are not successful, management company will file a Small Claims complaint with the court and the delinquent account will be charged a \$50.00 Small Claims fee, and \$16.00 filing fee.
4. Board of Directors will be notified at the monthly meeting as to a status of collections.
5. Board of Directors may employ a collection agency or an attorney for any account they feel is uncollectible by the management company.

**The Board of Directors has the right to modify and/or change the handling of any delinquent account.**