

# **SAN LORENZO VILLAGE HOMES ASSOCIATION**

## **ENFORCEMENT POLICY & FINE SCHEDULE**

ADOPTED BY THE BOARD OF DIRECTORS  
November 20, 2025

377 Paseo Grande,  
San Lorenzo, CA 94580

# ENFORCEMENT POLICY & FINE SCHEDULE

## SAN LORENZO VILLAGE HOMES ASSOCIATION

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### INTRODUCTION

The San Lorenzo Village Homes Association (“**Association**”) enforces the terms of the Association’s “**Governing documents**.” The Governing Documents include, among others, the Association’s recorded Declaration of Covenants, Conditions and Restrictions (“**Declaration**”), Bylaws, and any Rules and Regulations (“**Rules**”) adopted by the Association’s Board of Directors (“**Board**”). Exercising that authority permits the Board to take disciplinary measures for violations, which may include, but are not limited to, the imposition of fines, suspension of membership privileges (i.e., use of Common Area facilities), and/or the use of formal legal action to compel compliance and to recover the Association’s legal fees and costs.

#### ***Owner’s Responsibility for Conduct of Others***

Owners are legally responsible for the conduct of their family, tenants and guests. A Violation Notice may be issued to a tenant for a violation of the Governing Documents; however, the Owner is responsible for all liability arising from a violation by the Owner’s guests, tenants and tenant’s guests.

### REPORTING VIOLATIONS

Any resident may report a violation of the Governing Documents by contacting the Association’s management company. Reports should be made in writing. Any photographs evidencing the violation should be attached. Photographs must have a visible time and date stamp or must be accompanied by digital metadata clearly stating the time and date the photograph was taken.

***\*Nuisance Violations - Any activity constituting a nuisance (i.e., loud parties, loud vehicles, barking dogs or related issues) should be directed to law enforcement or animal services.***

### DISCIPLINARY MEASURES

#### **MONETARY PENALTIES (FINES)**

The Board may impose Monetary Penalties (“**Fines**”) against an Owner in response to a violation of the Governing Documents committed by the Owner or a person for whom the Owner is responsible. Fines shall be levied pursuant to the following “**Fine Schedule**” and the enforcement procedures set forth in this Policy.

## **FINE SCHEDULE**

<b>First Violation</b>	<b>Up to \$100*</b>
<b>Second Violation</b>	<b>Up to \$100*</b>
<b>Third and Subsequent Violation(s)</b>	<b>Up to \$100*</b>

**\*Health & Safety Violations:** For violations that may adversely impact health and/or safety of the residents, common area, and/or another member's property the Board may determine to impose a Fine of up to \$2,000 for the violation.

**\*Continuing Violations:** In addition to the Fine amounts set forth above, if a violation is continuing (occurring over multiple days), the Board may determine to impose a Fine of up to \$100 per day until compliance is achieved. These daily Fines will commence the day after the hearing in which the Board determined to impose the daily Fines for the continuing violation.

### **MONETARY CHARGES (REIMBURSEMENT ASSESSMENTS)**

In the event an Owner or a person for whom an Owner is responsible causes damage to the Common Area the Board may impose a monetary charge on the Owner for the corresponding repair costs, fees or other expenses in the form of a "**Reimbursement Assessment.**" The Reimbursement Assessment is due to the Association once notice of the Reimbursement Assessment is sent to the responsible Owner.

## **ENFORCEMENT PROCEDURES**

### **FIRST NOTICE (NOTICE OF VIOLATION)**

Upon notification/observation of the first instance of the violation, a **Notice of Violation** will be sent to the violating Owner (and violating resident, if applicable). The Notice of Violation will set forth: (a) the basis for the violation, (b) the provision(s) of the Governing Documents at issue, and (c) a demand that the violation be corrected within a reasonable time period ("**Cure Period**"). The Notice of Violation will also include instructions regarding responses to the Notice of Violation.

### **SECOND NOTICE (NOTICE OF HEARING)**

Upon notification/observation of the second instance of the violation, or of a continuation of the first violation after the Cure Period has expired, a **Notice of Hearing** may be sent to the violating Owner (and violating resident, if applicable). The Notice of Hearing will invite the violating Owner to a hearing with the Board in a Board meeting for the purpose of explaining the reasons for the continued non-compliance and for determining whether the Board will impose discipline upon the Owner ("**Violation Hearing**").

The Notice of Hearing may be sent by personal delivery or first-class mail at least ten (10) days prior to the date of the Violation Hearing, and shall include, at a minimum: (a) the date, time and place of the Violation Hearing, (b) the nature of the alleged violation for which the Owner may be disciplined, and (c) a statement that the Owner has a right to attend and may address the Board at the Violation Hearing.

***Adverse Health or Safety Violations***

Upon notification or observation of a violation that may result in an adverse impact on the health and/or safety of the residents, Common Area, and/or another Member's property, the Board may determine not to send a Notice of Violation and instead immediately proceed to sending a Notice of Hearing to the violating Owner (and violating resident, if applicable).

**VIOLATION HEARING**

At the Violation Hearing the Board will determine what actions are to be taken to address and resolve the non-compliance. Such actions may include, but are not limited to, the imposition of Fines and/or suspension of membership privileges.

If the Board and the violating Owner are not in agreement after Violation Hearing, the Owner shall have the opportunity to request Internal Dispute Resolution (“.”) pursuant the Association's IDR procedures. If the Board and the violating Owner are in agreement after the Violation Hearing, the Board shall draft a written resolution. The written resolution shall be signed by the Board and the Owner. The resolution is judicially enforceable.

***Adverse Health or Safety Violations***

Upon notification or observation of a violation that may result in an adverse impact on the health and/or safety of the residents, Common Area, and/or another Member's property, a Notice of Hearing may be sent to the violating Owner (and violating resident, if applicable) immediately and without first having sent a Notice of Violation. In addition to the Violation Hearing procedures set forth above, the Board will prepare a written finding or resolution at the Violation Hearing specifying the adverse health or safety impact, and adopt the finding/resolution during an open Board meeting. If the Board previously adopted such a finding/resolution covering the violation at issue, no subsequent finding/resolution need be adopted.

***Notification of Hearing Results***

The Board will notify the Owner within fourteen (14) days following the Violation Hearing as to what disciplinary action will be taken in response to the violation, as well as what further measures the Board may take should the non-compliance continue (i.e., the continued levying of Fines and/or the institution of legal action).

***Owner Opportunity to Cure***

No Fine will be levied against a violating Owner if the violation is cured prior to the Violation Hearing. If the violation cannot be cured prior to the Violating Hearing, the Fine will not be imposed if the violating Owner provides financial commitment to cure the violation.

## **EXPEDITE RESOLUTION**

At any time during the enforcement, the Board may determine that it is in the Association's best interest to expedite the resolution of the matter through, among other things, immediately setting the matter for a Violating Hearing, transferring the matter to the Association's legal counsel, and/or the institution of legal action against the Owner.

## **LEGAL LIABILITY; PAYMENT OF ASSOCIATION'S LEGAL FEES & COSTS**

Failure to comply with any of the terms of the Governing Documents shall be grounds for relief which may include legal action by the Association to recover damages, injunctive relief and/or any other similar remedy at law or in equity. Should such legal action be instituted, the Association is entitled to recover from the violating Owner the Association's reasonable attorneys' fees and costs incurred.