

**PROCEDURE FOR IMPOSING FINES
WILD RIVER OWNER'S ASSOCIATION
Effective March 1, 2004**

<u>Item</u>	<u>Action:</u>
<u>Written Complaint/Report Received by Board</u>	The complaint or report is investigated by the Board or the ARC. If the ARC investigates it will report to the Board within 10 business days.
<u>ARC Report to Board</u>	The Board then determines if there is an infraction and, <i>if so</i> , the recommended appropriate action the property owner needs to take to correct complaint.
<u>Notice to Homeowner, if infraction has been determined to exist</u>	Board sends a notice (registered, return receipt requested) to the homeowner of the infraction and period allowed to cure the problem (generally 30 days) including the action property needs to take to be in compliance. Included is information on the fine and the procedure for appeal. If no infraction, a letter is sent to person initiating complaint explaining why it was not an infraction of CC7R's/ Rules & Regulations.
<u>Inspection for Compliance</u>	Upon expiration of the compliance period or notification to Board by property owner that they have complied, the Board requests ARC to inspect for compliance.
<u>Report to the Board</u>	ARC provides a written report on homeowner compliance to the Board with a recommendation for further action, if any.
<u>Notice of Compliance</u>	The Board sends a Notice of Compliance to the homeowner acknowledging their compliance and whether a fine will be assessed.
<u>Notice of Noncompliance and Assessment of Fee</u>	The Board sends a Notice of Noncompliance to the homeowner and the assessment of a fine. The Notice includes information on what will happen if the fine is not paid and what the homeowner must do to avoid further penalties.
<u>Legal Action</u>	The Board advises legal counsel of the noncompliance and requests appropriate legal action be taken (i.e. filing of lien, etc.)

APPEAL PROCEDURE
WILD RIVER OWNER'S ASSOCIATION
Effective March 1, 2004

Item

Action:

<u>Homeowner Submits Written Appeal</u>	Board or/and ARC investigates appeal within 7 days of receiving appeal. Compliance period is suspended during review process. Appeal must be received at least 10 days prior to end of 30 day notice to allow Board time to review, investigate, and respond.
<u>Board Receives Investigation Information</u>	Board reviews investigation report and decides on the appropriate action. If appeal is denied, 30 day period continues. No appeal extension unless Board determines hardship (death, illness, etc.)
<u>Notice of Decision.</u>	Board mails a Notice of Decision to the homeowner.