

**HARBOR LIGHTS ESTATES HOMEOWNERS ASSOCIATION
SCHEDULE OF FINES**

Adopted: 03 October 2012

HOA ANNUAL FEE: Due July 1st of every year.

Make check payable to: Harbor Lights Estates HOA

Mail or give payment to: Treasurer of HOA, or make electronic deposit through bank.

LATE DUES	Condition:	Action:	(No fees charged if Owner pays any day of July.)
If a due date or payment deadline falls on a Saturday or Sunday, that date moves to the following Monday.	<ul style="list-style-type: none"> Payment is deemed late if not received by 07/31 	2nd notice is mailed by 08/02	(No fees charged if Owner pays any day of July.)
	<ul style="list-style-type: none"> Payment is deemed "delinquent" if it is not received by 08/31: 	On 09/01 late fee charged in amount of: \$20.00	(No fees charged if Owner pays any day of August.)
	<ul style="list-style-type: none"> If payment and late fee not received by 09/30: 	Interest of 1.2% per month is charged against the balance	The interest charges begin on September 30 for the month of September, the third month from the billing date, and continues to the end of the fiscal year, until all charges are paid to date, within that fiscal year.
	<ul style="list-style-type: none"> If annual assessment, late fee and accrued interest are not paid by end of fiscal year, June 30th: 	The Board shall file a claim with the Kitsap County Small Claims Court for total charges within the fiscal year. \$39.00 Filing Fee	The claim will include yearly assessment, late fee, interest charges, court filing fees, plus any attorney fees. (Under normal conditions the Small Claims Courts action is used to avoid attorney fees, lawsuits and leins.)
	<ul style="list-style-type: none"> If the Member fails to pay the Small Claims Court judgement: 	Additional filings will be charged to the Member to obtain the balance owed the HOA. \$20.00 Transcript Fee	Additional filings are necessary to acquire the charges against, leins, or attachments to the property of the delinquent Member.
	<ul style="list-style-type: none"> If a Member submits a check payable to the HOA that cannot be honored due to insufficient funds or any other reason, the Member will pay all fines or fees that result. 		From July 1, the beginning of the fiscal year, there shall be no interest charged against charges that were accrued from the previous year. If necessary, the process will start over without carry-over into the new fiscal year. If all charges are not paid prior to the Member moving and/or selling his lot, a lein will be filed against the property and the Member will be charged with all fees incurred from this action.

CC&R VIOLATION	PETS - ARTICLE IV, Item 4.4		Adopted: 01 May, 2013
<p>A violation is determined from a written, official Complaint filed by a Homeowner.</p> <p>A Complaint must be in regard to Item 4.4 and based on a pattern of violation, not a one-time event.</p> <p>The Board must act fairly and in compliance with the Declaration of Protective Covenants, Conditions, and Restriction; and with Chapter 24.03 RCW, the laws that govern HOA's in the State of Washington, The Board must act fairly and without bias.</p>	<p>Condition:</p> <ul style="list-style-type: none"> A first Complaint is filed with the Board, a Board Member, and/or the ACC. 	<p>Action:</p> <p>If the Complaint is deemed a violation, the ACC and/or Board gives the homeowner a "Warning" on the Response Form. The pet/homeowner is expected to initiate a written solution and acknowledge receipt of Complaint.</p>	<p>Responsibility of Board:</p> <p>The ACC and/or Board must meet to determine whether or not the complaint constitutes a violation. The ACC must write a response asking the Homeowner to initiate a solution, and to acknowledge receipt of the Complaint. Response is mailed.</p> <p>The ACC can send registered, signature required mail in a second mailing to verify receipt and charge the additional mailing expense to the homeowner.</p>
	<ul style="list-style-type: none"> A second Complaint is filed with the Board, a Board Member, and/or the ACC. 	<p>If the Complaint is deemed a violation, the homeowner accepts or negotiates a deadline and/or reasonable solution.</p> <p>Homeowner must acknowledge receipt.</p>	<p>The ACC and/or Board must meet to determine whether or not the complaint constitutes a violation. The ACC must write a response and provide or negotiate a deadline for the solution. Response is mailed.</p> <p>The ACC can send registered, signature required mail in a second mailing to verify receipt and charge the additional mailing expense to the homeowner.</p>
	<ul style="list-style-type: none"> A third Complaint is filed with the Board, a Board Member, and/or the ACC. 	<p>The homeowner can renegotiate the deadline. If the Complaint is deemed a violation, the Board levies a \$20.00 fine against the violater.</p>	<p>The ACC and/or Board must meet to determine whether or not the complaint constitutes a violation.. Response is mailed.</p> <p>The ACC can send registered, signature required mail in a second mailing to verify receipt and charge the additional mailing expense to the homeowner. The Treasurer sends a bill per \$20.00 fine.</p>
	<ul style="list-style-type: none"> Until the problem has been resolved and with each Complaint received by the ACC and/or Board: 	<p>A \$20.00 fine will be levied against the Homeowner per violation after the third.</p>	<p>The ACC and/or Board must meet to determine whether or not the complaint constitutes a violation. Each response is mailed.</p> <p>The ACC can send registered, signature required mail in a second mailing to verify receipt and charge the additional mailing expense to the homeowner.</p>