



September 19, 2019

Dear Homeowner:

The board has voted to implement a fining policy for the Poplar Ridge HOA. This policy is to help with enforcement of rules and regulations in the Declaration of Covenants & Conditions and Restrictions for the community. The board hereby is notifying the property owners of the following violation fine policy. **Enforcement of this policy shall take effect on Tuesday, October 15, 2019.** Any lot displaying a violation of the Declaration of Covenants & Conditions and Restrictions shall be fined in the below listed manor.

Please understand that all open balances on a homeowner account shall receive a late fee, any account that is over (90) *ninety days* past due shall be turned over to a collections firm for collections on all past due amounts.

I have enclosed for you a copy of Frequently Asked Questions for review. You can find a copy of the Declaration of Covenants and Conditions and Restrictions on the Synergy Portal.

Fine policy:

- First notice of violation (\$0.00) *Zero Dollars and Zero Cents*
- Second notice of violation (\$25.00) *Twenty-five Dollars and Zero Cents*
- Continued non-compliance for the same occurrence shall result in a fine in the amount of (\$10.00) *Ten Dollars and Zero Cents* every week until corrected. It is up to the homeowner to notify Synergy when the problem has been corrected so they can discontinue the weekly fine.

The fine policy would be for, but not limited to, the following violation types.

- Car(s) parked in yard.
- Unsightly appearance.
- Violation of architectural approval process.

Please feel free to contact Synergy Real Estate Group Inc. with any questions or concerns.

-On Behalf of the Poplar Ridge HOA Board,

Thank you,

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Poplar Ridge HOA Fine Policy FAQ

1. Why is the board instituting a fine policy?

While most homeowners in the Poplar Ridge neighborhood take great care of their home and property, and will never have a fine levied against their property, there are times when further action is necessary to keep the neighborhood looking nice and to protect our home values. In order to encourage compliance with regulations in the Poplar Ridge HOA governing documents, the board believes having the option to levy fines is necessary. Without it, the only other option is to take a homeowner to court, which would be very expensive for all of us.

2. Can the board institute a fine policy without a vote of the membership?

Yes, after consulting with the HOA attorney, it was confirmed that the Board has the authority to institute a fining policy. The Board carefully considered this option and decided that it was in the best interest of our community to have this option in place for those rare instances when other actions are ineffective.

2. What happens if a homeowner has a violation?

The first violation notice will be sent to the homeowner in the form of a Synergy Courtesy Letter via email and USPS. The Courtesy Letter states the homeowner has 10 days to correct the violation. If additional time is needed, the homeowner must contact Synergy to arrange a mutually acceptable time-frame for the violation to be corrected. The homeowner must notify Synergy when the violation has been corrected.

3. What happens if the homeowner does not correct the violation?

If the problem is not corrected within 10 days OR by the new date, mutually agreed upon with Synergy, the homeowner will receive a fine of \$25.00. In addition to the \$25.00 fine, a second letter will be sent to the homeowner informing them they will incur a fine of \$10.00 per week until the violation is corrected. The homeowner will be reminded that all unpaid fines accrue monthly late fees and non-payment could result in their account being sent to collections. When the violation is corrected, Synergy must be notified.

4. Are there any exceptions to this policy?

It is imperative that homeowners maintain their lawns by mowing their lawns regularly. As part of their regular neighborhood review, Synergy will check that lawns are being maintained. If a homeowner's grass/weeds are overgrown (generally at a height of 12 inches or more), they will

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immediately receive a fine of \$25.00, and Synergy will inform them they have 10 days to correct the problem. If the grass/weeds are not cut after the 10th day, Synergy will send lawn care professionals to mow the lawn and bill the homeowner \$100.00 for the cost of this service.

5. Where does the money collected from fines go?

It is the Board's hope that fines related to neighborhood violations will never be needed because everyone is taking care of their property. However, if any fine dollars are collected they will be deposited into the PR HOA bank account to be used for neighborhood business.

6. What happens if I receive a violation notice and I cannot afford to fix the problem right away?

The new policy includes flexibility for these situations. Please note that the homeowner has 10 days from the time the violation letter is sent to contact Synergy and work out a mutually agreed upon date for violation corrections to be made.

7. When will the policy be implemented?

The new policy will go into effect on October 15, 2019.

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