

Wolf Creek Ranch Owners Associations Covenants, Conditions, and Restrictions (CC&R's)

ENFORCEMENT PROCEDURES

Effective: _____

The WCR Owners Association (WCROA) requires all owners to follow the CC&R's in order for our Ranch to remain a desirable and attractive place to live. We encourage all Owners to work through issues and violations of the CC&R's with their neighbors before seeking enforcement from the Association.

The WCROA will endeavor to work cooperatively with Owners who are in violation of CC&R's and will use the following steps in order to enforce these important conditions, covenants and restrictions. It should be noted that enforcement actions are intended to achieve compliance with the CC&R's, NOT to generate revenue or pursue legal actions.

The Board of Directors will exercise the right to determine if a violation of the CC&Rs has occurred. The Board will use the CC&R's, the test of reasonableness, and common sense to determine if, and when, a violation has occurred and the severity of the violation.

The chart below is a summary version of the more detailed procedures found in the accompanying pages.

Step	Violation
Courtesy Telephone call	Attempt for 1-7 days, depending on the severity/urgency of the violation.
Informal Letter	Recaps the courtesy call and remedy expectations.
Compliance Letter	Certified US Mail: Only sent if violation is not corrected after the agreed upon date and will communicate fine schedule.
Enforcement Action(s)	Certified US Mail: Defined Action taken by the Association if compliance deadline are not met.

ROLES FOR IMPLEMENTING CC&R ENFORCEMENT PROCEDURES

Ranch Management	DRB	Board
<ul style="list-style-type: none"> - Conduct monthly visual surveys for CC&R violations. - Keep a chronological log of every homeowners violations and steps taken - At direction of board they will make phone calls and send letters 	<ul style="list-style-type: none"> - Review potential violations monthly. - Provide recommendation to Board for disposition of incidents along with associated Article. 	<ul style="list-style-type: none"> - Review monthly all CC&R violations and determine next steps - Will determine if violations have occurred and establish the interval timeline for fines - Board Member, DRB Chairperson, serves as primary contact with Ranch Management to coordinate Board's resolution.

PROJECT VIOLATIONS

Step	Action	Action and Expectations
1	Courtesy Call	<p>Ranch Manager/Nelda will attempt to contact by phone the owner to make them aware a violation of the CC&R's has been observed. The Owner's plan corrective action will be documented, including expected completion date.</p> <p>After contact is made, a courtesy letter and email will be sent confirming the discussion and outlining further action necessary. The DRB and Board will be copied on all communications.</p> <p>If ;</p> <ul style="list-style-type: none"> - The Owner has not (or cannot) be contacted by telephone within seven days or; - The Owner has not complied with the terms of the agreed upon action plan, above or; - a correction plan to resolve the violation hasn't been accepted; <p>a formal informational letter and request for compliance will be sent via US Mail and email.</p>

2	Informational Letter	<p>Ranch Management will send an informational letter (under the circumstances outlined above) to the Owner that will apprise the Owner of the violation, explain what it will take to resolve the issue, request that they resolve the issue within 30_days of the date of the letter;</p> <p>OR submit in writing a corrective action plan with specific timeline to resolve the issue to the Board for approval within 30 days of the date of the letter.</p> <p>OR submit in writing a request for reconsideration to the Board in accordance with Article X Section 10.8 of the CC&Rs.</p>
3	Non-Compliance Letter	<p>If the violation is not resolved or a plan has not been submitted by the Owner and Board-approved by the due date indicated in the informational letter, Ranch Management will notify the Owner via email and certified US Mail with a Non-Compliance letter.</p> <p>The Non-Compliance letter will state that the issue has not been resolved, a plan has not been submitted for approval to the Board as stated in the previous informational letter, or the completion date of the approved plan has expired.</p> <p>At this time the Owner will be notified that a monthly fine of \$500 will be incurred until the issue is resolved; beginning 30 days from the date of the Non-Compliance letter.</p>
4	Enforcement; Article XI	<p>Unpaid fines will result in a lien being placed on the Owner's tract. In addition to past due fines, the lien will include any WCROA costs associated with administering and filing the lien (including, but not limited to: attorney fees, filing fees, collection fees, etc.) Refer to Article XI for a full description or potential actions.</p> <p>The Owner will receive a letter via certified US Mail informing them of all enforcement actions taken by the WCROA Board.</p>