

The Fountainview Homeowners Association, Inc. Rules Enforcement Procedures

In accordance with the authority under the Declaration, By Laws, and the Maryland Contract Lien Act, and in order to promote the general welfare of the Association, Fountainview Homeowners Association, Inc., adopts this day of **October 27, 2009**, the following procedure.

Whenever the Board of Directors determines that a violation of the Association's Declaration, By-Laws or approved Rules and Regulations exists and must be corrected, a letter ("notification letter") will be sent to the owner of record and/or tenant of the unit involved or the owner and/or tenant who is responsible for the violation. The unit owner will have fifteen (15) days from the date of the notification letter to correct the violation before a written demand to cease and desist ("written demand") is sent.

If the violation is not corrected within fifteen (15) days of the notification letter, the Board of Directors will serve a written demand on the alleged violator stating:

1. the alleged violation;
2. the action required to correct the violation;
3. the time period of not less than (10) days during which the violation may be corrected without fines being imposed on the unit owner;
4. upon request a hearing will be held on the alleged violation after fifteen (15) days from the service of the written demand;
5. the proposed fine for the violation.

The hearing shall be held in Executive Session pursuant to the written demand, and per their request, and shall afford the alleged violator a reasonable opportunity to be heard. At the conclusion of the hearing, the Board will render a decision on the merits of the alleged violation. Prior to the effectiveness of any fine imposed hereunder, a copy of the written statement of the results of the hearing and any fine imposed shall be placed into the Minutes of the hearing.

If, after being duly served with the written demand, the unit owner does not appear, or as per the written demand, has taken no corrective measures prior to the hearing, the Association will levy a fine according to the schedule set forth below. The \$150.00 fine shall commence on the fifth (5th) day after the hearing unless corrective measures are taken before that date.

Linda Sherrin
301-663-0070

Furthermore, if additional violations occur after the effective date of the first fine or the violation continues unabated for seven (7) days from the date of the first fine (in case of a continuing violation), the additional fines will be levied according to the following schedule:

Per Violation	Fine
1 st violation	\$ 150
After 7 days	\$ 100

(continued every seven (7) days of each violation)

All payments received from the unit owner by the Association will be applied to the oldest delinquent balance, whether that balance is composed of fines or monthly assessments.

The fines should be secured by a lien against a property if a unit owner fails to pay the fines which are due for each month within ten (10) days after the end of the month. A unit owner will have the right to appeal any action taken by the Board to the Circuit Court for Washington County.

Decisions by the Board will be made on a case-by-case basis, and appropriate action will be taken in accordance with the above-mentioned alternatives.

This procedure was adopted under the provisions of Article III, Section 3.8.1(a) of the By-Laws of the Fountainview Homeowners Association, Inc.

October 27th 2009
Date

Debra Freeman
President (Vice)

October 27, 2009
Date

Lacy Morgan
Secretary