

**Cliff Rose Homeowners Association  
Compliance Policy  
Effective November 1, 2018**

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*Purpose: To ensure compliance with the Association's Governing Documents (including the Articles of Incorporation, CC&R, By-Laws, and the Rules and Regulations) and the laws of the State of Arizona, and to maintain, preserve, enhance, and protect the property values and assets of the community, the Cliff Rose HOA adopts the following compliance policy.*

1. The owner will receive a courtesy notice by regular mail citing the alleged violation, and the owner will be given twenty-one (21) calendar days to correct the violation, to contest the notice, or to request an opportunity to be heard per A.R.S. 33-1803. The board, at its discretion, may increase the number of days allowed to correct the violation. To contest your fine in writing send your response via Certified Mail to: HOAMCO, C/O Cliff Rose Compliance Officer, 3205 Lakeside Village, Prescott, AZ, 86301
  
2. If the alleged violation in the courtesy notice has not been corrected in twenty-one (21) days, the association, as required by Arizona State Statute 33-1803, will send a written first notice by certified mail that states the alleged violation and includes
  - a) the provision of the document that has allegedly been violated,
  - b) the date of the violation or the date the violation was observed, and the address of the violation,
  - c) the first and last name of the person or persons who observed the violation, and
  - d) the process that the member must follow to contest the notice. A copy of the compliance policy will be enclosed. Homeowners have a right to petition for an administrative hearing pursuant to A.R.S 33-1803 Paragraph E and paragraph 2 section v.The owner will be given ten (10) days from the date of the first notice to respond to the association by certified mail (required by state statute) to contest the notice, to request an opportunity to be heard, or to correct the violation. If the violation has not been corrected or contested within ten (10) days, the violation will be considered validated, and a first-level fine of one-hundred dollars (\$100) will be imposed.
  
3. If the violation has not been corrected within 10 days of date on the first notice, a second notice will be sent by certified mail, and an additional second-level one-hundred-fifty dollar (\$150) fine will be imposed in addition to the first-notice fine.
  
4. If the violation has not been corrected within ten (10) days of the date on the second notice, a final notice will be sent by certified mail with a return receipt acknowledgement, and an additional third-level two-hundred-fifty dollar (\$250) fine will be imposed in addition to the first- and second-notice fines. Final notice will specify the amount of the monetary penalty (see schedule below) and/or will turn the matter over to legal counsel for legal action.
  
5. At any time, the association may turn a matter over to legal counsel for legal action.

Adopted: (Date) \_\_\_\_\_

Board President: \_\_\_\_\_

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**Compliance Policy  
Monetary Penalty Schedule**

Courtesy Notice	No fine
First Notice of Violation:	\$100
Second Notice of Violation:	\$150
Final Notice of Violation:	\$250
Total	\$500

Further action to be determined by the board to include legal action or other options as allowed by the Association's Governing Documents (including the Articles of Incorporation, By-Laws, CC&Rs and the Rules and Regulations) and the laws of the State of Arizona.

Adopted: (Date)

Board President: \_\_\_\_\_