

PINSTONE COMMUNITY ASSOCIATION

RESOLUTION ADOPTING ENFORCEMENT & COST RECOVERY POLICY

WHEREAS, the Declaration and Bylaws authorize the Association to enforce the governing documents, adopt rules and regulations, and assess charges and assessments; and

WHEREAS, Article IV of the Declaration provides that Owners covenant to pay annual assessments or charges and that unpaid assessments or charges may include costs of collection; and

WHEREAS, the Board finds it necessary to establish a uniform and reasonable method for recovering administrative costs incurred in enforcing the governing documents;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board hereby adopts an Enforcement & Cost Recovery Policy establishing Administrative Enforcement Charges as cost-recovery charges.
2. Administrative Enforcement Charges shall be assessed only to recover actual and reasonable administrative costs incurred in enforcement activities.
3. Such charges shall constitute charges/assessments under Article IV of the Declaration and shall be collectible in the same manner as other assessments.
4. Owners shall be provided notice and an opportunity for a hearing prior to imposition of any Administrative Enforcement Charge.
5. This Resolution shall be effective as of

January 1, 2026

Adopted this 9 day of MARCH, 2026

President *[Signature]*
Vice-President *Gregory Bowen*
Secretary *N/A*
Treasurer *[Signature]*

Enforcement & Cost Recovery Policy

Purpose

To establish a fair, uniform, and legally compliant process for enforcement of the governing documents and recovery of administrative costs incurred by the Association.

Definitions

Administrative Enforcement Charge: A charge assessed to recover actual and reasonable administrative costs incurred by the Association in enforcing compliance with the governing documents.

Enforcement Process

1. Courtesy Notice – Written notice describing the violation and providing a cure period. No charge.
2. Second Notice – If violation continues, a formal notice may be issued and an Administrative Enforcement Charge assessed.
3. Continued Violation – Additional Administrative Enforcement Charges may be assessed for continued noncompliance.
4. Hearing – Owner may request a hearing before the Board prior to final assessment.

Amounts

Administrative Enforcement Charges shall be modest and based on estimated administrative costs (staff/management time, postage, documentation, inspections).

Collection

Administrative Enforcement Charges constitute charges/assessments under Article IV of the Declaration and are collectible in the same manner as other assessments, including costs of collection if unpaid.

No Fines

The Association does not impose punitive fines. All charges are cost-recovery in nature.