

**BURNT STORE LAKES
PROPERTY OWNER'S ASSOCIATION, INC.
POLICY / PROCEDURE STATEMENT

ENFORCEMENT OF DEED RESTRICTIONS**

Purpose: To establish a policy and procedure for enforcement of Deed Restrictions.

Scope: Burnt Store Lakes is a deed restricted community and all deed restrictions are enforced by all members of the Board of Directors of the POA. The President shall assign one Director to serve as a manager of this concern, and shall report to the Board of Directors at the monthly Board of Directors meeting any and all violations, whether current or past, that are of immediate issue. In the interim of these monthly meetings, this Director shall have the authority and responsibility, on behalf of the Board of Directors, to carry out the following procedure:

Procedure:

Section A

1. The Manager will provide the Board of Directors one month in advance the name(s) a specific Director or Directors will perform the inspection for Deed Restriction violations. Every home and multiple occupant dwelling within the Association is to be inspected each month. If an assigned Director is unable to perform this duty during an assigned month, another Director will be designated to replace him/her.
2. All Directors performing the community monthly Deed Restriction Violation Review or a Director requested by the Manager to perform an inspection a property will file any Deed Restriction Violation Report that will contain:
 - a. A minimum of one photograph is required for any Deed Restriction Violation observed during the inspection of the property.
 - b. A written narrative describing each Deed Restriction Violation observed.
 - c. A photograph and/or narrative describing any other observations associated with the property being inspected.
 - d. A minimum of one photograph is required for any Deed Restriction Violation observed during the inspection of the property.

- e. A written narrative describing each Deed Restriction Violation observed.
 - f. Any comment regarding observations associated with the property being inspected.
3. The Manager will present to the BOD at the monthly meeting:
- a. A list of all new and unresolved deed restriction violations.
 - b. A proposed date to conduct an Arbitration Hearing.
4. The BOD unanimously agreed to waive the first Deed Restriction Violation in every category for every home owner in the Burnt Store Property Owner's Association.

Section B

1. The procedure that the BOD, Director(s), Manager, and the home owner or his/her designated representative including the tenant(s)" will follow to resolve Deed Restriction Violations including the levying of fines follows.
- a. When the Manager receives a second, third, fourth, or more Deed Restriction Violation Report for any Deed Restriction Category, the Manager will notify the home owner or his/her designated representative including the tenant(s) of:
 - (1) The date, time, and place that an Arbitration Hearing will be conducted to Levy a Fine.
 - (2) The home owner or his/her designated representative including the tenant(s) have rights to examination of the Deed Restriction Violation Report.
 - (3) The number of times a Deed Restriction Violation Report for the number that same category has occurred and the amount of the fine(s) and the due date of the fine(s) if the home owner or his/her designated representative including the tenant(s) if the Hearing Committee votes to levy the fine(s).
 - (4) The owner or tenant(s) have right to be represented by counsel but that the BSLPOA will not be responsible for counsels' fees.
 - (5) Notification of home owner's within the BSLPOA property owner's forty-eight (48) hours prior to the Arbitration Hearing., the date, and the location.
 - (6) A notice of the Arbitration Hearing Meeting will be posted and a conspicuous location on the association property.

Section C1. A member of the Board of Directors will conduct the Arbitration Meeting.