

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

**RECOVERY OF EXPENDITURES
FOR DEED RESTRICTION ENFORCEMENT**

Purpose: To recover administrative expenditures related to the enforcement of the Uniform Restrictive Covenants as set out in the BSLPOA Declaration of Restrictions.

Scope: The following procedures and fees are set forth to facilitate a uniform procedure to respond to confirmed code compliance infractions.

Mail First Letter

Initial contact will be made with property owner regarding a confirmed violation of restriction. Property owner will be given 30 days to resolve the matter.

Mail Second Letter

Second letter will be mailed following the first day after thirty (30) days of non-compliance. There will be an administrative fee of \$50.00 assessed to the property owner in violation.

Matter to Attorney

Following sixty (60) days of non-compliance of a confirmed violation, the infraction will be placed in the hands of the Association's attorney to initiate legal process. In addition to all attorney fees and all applicable costs to enforce said property into compliance of Deed Restrictions, there will be an administrative fee of \$150.00 levied against said property.

The Board of Directors will review and vote on ALL administrative fees to be assessed for notices of non-compliance of restrictions prior to said notices being delivered to property owners in violation.

Adopted: July 12, 2004