

The Queens Homeowner Association
11/08/2018
Covenant Enforcement Policy and Procedure

The following procedures have been adopted by the Association pursuant to the provisions of Colorado Revised Statutes (C.R.S.) for Colorado Common Interest Owners Act (CCIOA) compliance.

1. Scope:

To adopt a procedure and policy outlining the procedures to be followed for enforcing policies, rules and regulations and other governing documents of the Association.

2. Specifics

Violations may be observed by the Board of Directors, the management company, a committee member or any owner in the Association. Complaints may be made by email, mail or telephone to the management company. The complaint must state specifically the violation observed and include who the violating party is, what was observed, date, place and time of violation and any other pertinent information such as license plate numbers, etc. A Complaint Form is available on the Management Company's website and use of this is the preferred avenue to file the complaint.

If full details are not provided with a complaint, further action beyond additional observation cannot be made. The Board of Directors will investigate the complaint and will make additional observations if required.

If a violation is found and documented, the following actions will be taken:

- A letter will be sent to the owner (and tenant if it is a known rental) stating the violation. The owner will have 10 days to respond to the letter, request a hearing or to correct the violation.
- If the violation is still observed after 10 days, a second letter will be sent to the owner (and tenant if it is a known rental) stating that if the violation continues, fines will be imposed. The owner will have 10 days to respond to the letter, request a hearing or to correct the violation.
- If written request for a hearing is received by the Board of Directors within 10 days of receipt of the violation letter, a hearing shall be set and written notice of the date, time and place of the hearing shall be mailed.
- Failure to respond to the second violation letter within 10 days will be construed as an admission of guilt, at which point, the Board may impose a fine of \$ 25.00 for the first infraction. Fines will be assessed monthly per incident (as defined in Articles IV and V of the Declaration of Covenants, Conditions and Restrictions). Fines may be increased by double or treble for subsequent or continued infractions.

Owners are responsible for any fines that may be levied against their property due to non-compliance of themselves or their tenants. Non-payment of fines will follow the procedure for Dues Collection. Voting rights will be suspended for any owner who is in violation of the CC&Rs in the previous 30 days.

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3. Supplement to Law

The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the laws of the State of Colorado governing the Project.

4. Deviations


The Board may deviate from the procedures set forth in the Resolution, if in its sole discretion such deviation is reasonable under the circumstances.


5. Amendment


The Board of Directors may amend this procedure from time to time.

Board of Directors Certification:

Approved and adopted by the Board of Directors and in witness thereof, the undersigned have subscribed their names:

President:  Date: 12/3/2018

Vice President:  Date: 12/3/2018

Secretary:  Date: 12/3/2018