

Introduction

The levying of fines is authorized by the Riva Chase Organizing Documents. Establishing a Schedule of Fines will create clarity for our membership and avoid the risk of arbitrary fines. The Schedule listed below is subject to periodic review and amendments by the HOA Board upon an affirmative majority vote. Any amendments to this Schedule will become effective only after publishing them on the HOA website, along with an email Notice provided to the Riva Chase Membership.

The intent of this document is to provide guidance to the Board in processing complaints and to ensure consistency in levying fines should the need arise. Our Covenants, Rules and Regulations, are in place primarily to protect our property values; and to set standards promoting harmony in our neighborhood. Here are a few guiding principles for everyone to observe.

If a neighbor is engaging in a certain behavior, or failing to abide by certain covenants, our hope is that as neighbors, you can work it out between yourselves. We understand, however, that is not always possible.

So, if you need to report a violation to the HOA, please send an email explaining the circumstances to the HOA Board. An officer on the Board will contact the household in question, or if appropriate, refer the matter to the Architectural Control Committee. Every effort will be made to keep the matter confidential. If the first contact is unsuccessful, a certified letter will be sent to the household demanding the violation be corrected. The third step, if necessary, will be to levy a fine against the household using the Schedule of Fines, below.

We hope fines are never necessary. If, however, the imposition of the stated fines does not resolve the situation, rather than raising the fines for a first offense on the entire membership, the HOA Board, in its' discretion, may raise the level of the fines for subsequent violations by an individual member. To do so will require a majority vote by the HOA Board of Directors.

Schedule of Fines

<u>Violation</u>	<u>Fine for Offense</u>
Trash cans placed at curbside the night before	\$50 per offense
Parking on road overnight	\$50 per offense
Parking on lawn	\$50 per offense
More than two vehicles in driveway overnight	\$50 per vehicle
RV Parking > 24 hours	\$100 per offense
RV Parking on the road	\$100 per offense
Short-Term Rental violation	amount of nightly rent charged
Unauthorized fire pit (wood or not ACC approved)	\$50 per offense
Improper installation, improper sign or not in compliance with Rules and Regulations concerning signs or failure to remove a sign	\$50 per day upon notice of violation

In addition to the fines posted above, the HOA Board will also pass along to the homeowner, any administrative, postal or legal expenses associated with levying any fines imposed.

Appeal Process

Homeowners have the right to an appeal for all imposed fines. Homeowners shall contact the HOA board President or email the board at Rivahoaboard@gmail.com or mail the appeal request to Riva Chase Homeowners Association, **P.O. Box 17321, Golden, CO 80402.**

Once contacted the board shall convene a time to meet with the homeowner to address the appeal. The board shall direct an impartial decision maker from the board, who shall manage the appeal process. This appeal may also be heard via telephone conference call or video conferencing at the discretion of the board.

After discussion with the homeowner, a fact-finding process shall be initiated to verify the veracity of the complaint and the issues surrounding the violation. The fact-finding process carries no succinct timeline, but shall be directed by the impartial decision maker. Participants can review CCIOA regulation referenced at 38-33.3-209.5 Responsible governance policies - due process for imposition of fines, for any specific definitions concerning participants in this process.

The fines shall not be accrued from the date of receipt of any mailing for an appeal or the date of receipt of an email requesting an appeal through to the date of the appeal hearing. The HOA board shall hear the appeal and make a determination on the violation and fine within 48 hours from the appeal hearing or from the completion of the fact-finding process.

If the decision is to uphold the violation and fines, the fines shall again begin to accrue until the violation is remedied or in the case of improperly placed yard signs, removed or a proper sign put in place that is in compliances with the Rules and Regulations of the Riva Chase Homeowners Association.

If the Board finds in favor of the homeowner under the appeal process, any fines assessed for this violation shall be voided.

Approved By: HOA Board

Approval Date: June 1, 2020

Review every three years