

PROCESS FOR HANDLING VIOLATIONS -- PROJECTS NOT APPROVED BY THE ARB

The process outlined below will be implemented for projects being undertaken by homeowners that are subject to ARB approval, but for which ARB approval has not been sought or granted. A work project will be defined as having commenced once visible materials and/or laborers are on-site.

- May Management will gather documentation on the incident:
 - The work being performed, including any specific contractors doing the work
 - The lack of ARB approval (whether an application for approval was never filed, or whether the application was denied by the ARB)
 - The owners on file for the specific address where the work is being performed
- The owners of the homesite where the work is being performed will be contacted by May Management:
 - By telephone and certified mail
 - When feasible, a May Management representative will also leave a door notice describing the violation, and advising the homeowner to contact May Management for discussion
 - The telephone and certified mail notices will inform the resident:
 - To cease all work activities
 - If an ARB application has not been filed, inform the owners to do so within 14 days
 - If an ARB application has been denied, inform the owners that the project has not been approved
 - Inform the owners of their right to appeal
- For work violations for projects that have not been approved by the ARB, the following sanctions will apply:
 - A fine will be assessed that is equivalent to 3 times the applicable Application Fee for the property improvement undertaken, up to a maximum fine of \$1,000.00 . For example, installing pavers in a concrete driveway would incur a fine of \$150.00 (three times the application fee of \$50.00). Fines shall accrue to the ARB revenue account.
 - Property improvements made without approval may also be required to be returned to their original condition, unless approval is granted after-the-fact. Owners seeking after-the-fact approval shall submit a completed Application Form, along with all supporting documentation, the Application Fee, and the fine as described above. The Application Fee will be in addition to the fine, and will not be returned. The required deposit will be returned, subject to approval of the Application and a subsequent inspection.