

**NORTHBAY PROPERTY OWNERS ASSOCIATION PROCEDURES FOR NOTICE AND
ENFORCEMENT OF COVENANTS
ADOPTED BY THE BOARD OF DIRECTORS September 13, 2016**

In regards to handling covenant violations within Northbay Subdivision the Board establishes the following guidelines:

The Board's authority is set forth under provisions of Sections 4.01, 4.02, 4.04, and other related sections within the Declaration of Covenants, Conditions and Restrictions for Northbay.

1. The Board will establish a Covenant Committee, and appoint a Board member to chair said committee. The committee will be made up of three to five current paid in full residents of Northbay who have been approved by the Board of Directors. The members of the committee will serve at the will of the Board of Directors. The Covenant Committee shall monitor Northbay Subdivision on a monthly basis; prepare a listing which details each noted violation, giving the address and description of the specific violation; and provide a written copy of the listed violations to both the Board and to the managing agents. At the next available regular meeting of the Board of Directors, the Chairman of the Covenant Committee will present the listing of violations, and the Board will determine if a violation in fact exists, based upon the Covenant Committee's description of the various violations, and other evidence as may be submitted.
2. If it is determined that a violation exists, the Board will direct that the managing agents prepare and mail to the covenant violator a first letter notifying the violator of the specific violation(s) ("First Letter"). A copy of each letter of notification shall be mailed to both the President of the Association and Chairman of the Covenant Committee. Individual complaints of covenant violations will be referred to the Covenant Committee, and thereafter handled in the same manner as a violation noted by the Covenant Committee during its monthly monitoring.
3. If, after a "First Letter" has been mailed to the property owner, and that owner has not responded to the notification within 30 days, then the Covenant Committee shall recheck the property to determine if the covenant violation has been corrected by the violating property owner. If the violation has not been corrected, **a \$50 Administrative Fee will be applied** and the privilege to access and use of any and all common areas will be revoked and access cards and keys terminated, unless an exception is granted by the Board, within its discretion. Access and use of common areas will not be reinstated until the violations have been corrected and payment of a \$20.00 fee per access card has been received. Access may be denied for an additional period up to 60 days after the violations have been corrected for repeat offenders and egregious violations, all within the discretion of the Board. The Board will determine the next course of action, up to and including directing the managing agents to institute enforcement proceedings, as authorized under the covenants (See Sections 9.01, 13.04, 13.16 and 14.01) in a court of competent jurisdiction.

This is your final notice before actions authorized by the Covenants are imposed.

These rules and procedures shall become effective upon the date of adoption and shall remain in full force and effect unless modified or amended by the Board of Directors. A copy hereof shall be retained as a part of the official minutes of and record of this Board.

Approved and adopted this, the 13th day of September 2016.
Board of Directors Northbay Property Owners Association

By: Tommy Guest, President By: Bob Williams, Secretary