

Castlerock Homeowners' Association

Notification Schedule for Violation Letters & Fine Schedule

November 1, 2018

1. Friendly Violation Letter

- Notification letter sent to homeowner provides a courteous way to inform the homeowner of their violation
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

2. First Notice of Violation Letter and Warning of Fines

- This letter provides the homeowner information regarding the timing and amounts of possible fines, liens, and status of being in Good Standing (the loss of amenities and voting privileges)
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

3. Second Notice of Violation Letter and First Fine

- Fine levied per day as listed in fine schedule.
- Warning of additional fines and/or liens
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

4. Third Notice of Violation Letter and Second Fine

- Total of Current Fines
- Fines continue
- Homeowner is given a minimum of 14 calendar days after this letter is sent to cure the violation

5. Final Notice of Violation Letter

- Total of Current Fines
- Fines continue
- Owner is advised that if the violation has not been cured within 14 days after this letter is sent out, a lien may be filed against the home
- Owner is advised that if the violation has not been cured within 14 days after this letter is sent out, the Board of Directors may start the process of filing a lawsuit to collect the fines and cure the violation

6. Notification of Lien Filing

- At this time, the homeowner has been given 10 weeks to cure the violations after being initially notified. They will have received 5 letters regarding their violation.
- The homeowner is notified (via certified mail) from the Association Attorney that a lien has been filed against the home. Should a homeowner be engaged in a project with a contractor to remedy a Violation, they may demonstrate their good faith effort to meet the requirements by providing a copy of the Contract, and contact information for the Contractor, to the Board through Aria.
- The Board of Directors may start the process of filing a lawsuit to collect the fines and cure the violation

Fine Schedule:

Signs & Parking	\$10 per day	\$5,000 per occurrence total
Various Use Violations not listed	\$10 per day	\$5,000 per occurrence total
Maintenance of lawns, flowerbeds, shrubs, bushes, and trees	\$20 per day	\$10,000 per occurrence total
Storage Buildings	\$20 per day	\$10,000 per occurrence total
Noxious/Offensive Activity	\$50 per day	\$10,000 per occurrence total
Architectural/Structural, including fences, roofs	\$100 per day	\$10,000 per occurrence total

Fee Schedule:

Attorney Fees	Collection Policy	Collection Policy
Interest Charge	Collection Policy	Collection Policy
Late Payments	Collection Policy	Collection Policy
Non-Sufficient Checks	Collection Policy	Collection Policy

For complete details, see the Castlerock Homeowners' Association website:
www.castlerockhomeowners.org

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