

VIOLATION POLICY & ENFORCEMENT PROCEDURE

Windcrest Community Association

Adopted: May 20th 2026

1. VIOLATION LIFECYCLE

- **Phase 1: 1st Notice** – Courtesy Reminder. Initial notification with a request for voluntary compliance, will be emailed if on file.
- **Phase 2: 2nd Official Notice** – Formal Warning. Second notice requesting correction within a specified timeframe.
- **Phase 3: 3rd Official Notice** – Final Warning. Notice indicating that the matter is escalating to formal fining procedures.
- **Phase 4: 4th Notice / Intent to Fine** – Formal statutory notice sent via first-class or certified mail.

2. RECURRING VIOLATIONS

Any violation that re-occurs within a 12-month period of a prior violation (e.g., lawn maintenance, street parking) shall be considered a continuation of the prior violation and will be issued at the next progressive step. If the prior violation had already resulted in fines, fines may accrue immediately for the continued violation.

3. STATUTORY FINING PROCEDURE ([BYLAWS 3.21](#))

In accordance with Section 3.21 of the Covenants, the 4th Notice will specify:

- The nature of the violation and the fine amount (\$20.00/day).
- The effective date of the fine (no less than 15 days from the notice date).
- The right to request a hearing within 10 days of the notice date.
- Contact information to challenge the fine.
- That evidence and witnesses may be produced at the hearing.

Note: Failure to request a hearing within 10 days constitutes a waiver of the right to reconsideration.

4. COMMUNICATION

To communicate regarding a violation, please reply to the email notification received. The reply to email should be: violations@grandchestermeadows.com.