

Peninsula Master Association Non-Compliance Procedure

Once a violation has been identified the following procedure will be followed:

1. Courtesy letter – notifies the owner of the violation and ask that the violation be corrected.
2. Demand letter – notifies the owner that the violation must be corrected within 10 days or a fine of \$250 may be imposed. If home is under construction, the work may be suspended. In the event the contractor is not the owner of the lot, the contractor may be denied access to the community.
3. Sanction letter – notifies the owner that the violation must be corrected immediately, a fine of \$250 has been imposed, and that work is to be suspended until the violation has been corrected. In the event the contractor is not an owner, they will be denied access to the community. Continuation of the violation may result in additional fines.
4. Notice of additional fines.

Payment of the fine amount does not grant a variance for the violation. All violations must be corrected to come into compliance. A fine of \$50 per day will implemented if the violation is not corrected within 8 days of the issuance of the 2nd sanction letter.

If there is a subsequent violation of the same rule within the same calendar year, the fine amount will double with each subsequent violation.

Peninsula Master Association, Inc

Date

Owner Name
Owner Address
Owner Address

Re: Property address

Dear Owner Name:

The Peninsula is a restricted community with Covenants, Conditions, & Restrictions (CCCRs). The CCRs were created to ensure that the overall appearance of the neighborhood is consistent and aids in maintaining a positive impact on the values of homes in the community. We rely on residents to comply with the CC&R's which were agreed to when the home was purchased.

It has been noticed and/or we have received a complaint about an issue occurring at PROPERTY ADDRESS.

CCR DETAILED DESCRIPTION: (We reference the CCR that is being violated.).

ACTION NEEDED TO BECOME COMPLIANT WITH THE CCR. (ie remove the debris from your lot or submit an ARC application for your exterior modifications)

The violation noted in this letter are available on the Peninsula Master Association's website which can be found at www.peninsulamaster.com. Click on the "Documents" link found at the top of the page.

Thanks in advance for your cooperation,

Respectfully,

Susan Anderson
POA Management Team

Peninsula Master Association, Inc

Date

Owner Name

Address

Address

Re: Property address

Dear Owner name,

This letter is a demand to cease and desist from a violation as defined in the Master Declaration of Covenants, Conditions and Restrictions for The Peninsula, a residential planned community. Reference is made to our courtesy notice letter dated _____ in which you were informed that your property was under the following violation(s):

LIST VIOLATION

NOTE ACTION TO BE TAKEN

Be advised that if all the required maintenance/correction(s) are not completed within 10 days of the date of this letter, a fine of \$250 will be imposed.

The proposed sanction will be imposed as stated above unless a written request to be heard before the Board of Directors is received within 10 days of the date of this notice. You may send this request via email to susan1@lreginc.com.

The violation(s) noted in this letter is/are available on the Peninsula Master Association's website which can be found at www.peninsulamaster.com. Click on the "Documents" link found at the top of the page.

Thanks in advance for your cooperation,

Respectfully,

Susan Anderson

HOA Management Team

Peninsula Master Association, Inc

Date

Owner Name

Address

Address

Re: Property Address

Dear Owner Name,

This letter is a notice of sanctions for failure to comply with the Conditions, Covenants and Restrictions of the Peninsula Master Association, Inc. Be advised that you are hereby fined \$250 as the violation was not corrected with the 10 days allotted in our demand letter nor was a written request for a hearing received. You are ordered not only to pay the fine but to also rectify this matter **immediately** or further action will be taken. Such action may include shutting down the construction site and denying access to the community to your contractor or sub-contractors.

Original date of violation(s):

Detailed description of the violation

Please be advised that if this violation is not corrected within 7 days of the date of this letter, an additional fine of \$500 will be imposed. This/these violations(s) must be corrected to comply with the Conditions, Covenants, Restrictions of the Peninsula Master Association.

Compliance fee is to be paid via check or money order to:

The Peninsula Master Association

P.O. Box 2345

Fairhope, AL 36533

Any fine not paid timely may result in a lien being filed against the property. All costs associated with filing and collecting the lien (including applicable attorney fees) will be the responsibility of the owner.

If there is a subsequent violation of the same rule within the same calendar year, the fine amount will double for each subsequent violation.

The violation(s) noted in this letter is/are available on the Peninsula Master Association's website which can be found at www.peninsulamaster.com. Click on the "Documents" link found at the top of the page.

Respectfully,

Susan Anderson

HOA Management Team

Peninsula Master Association, Inc

Date

Owner Name

Address

Address

Re: Property Address

Dear Owner Name,

This letter is a notice of sanctions for failure to comply with the Conditions, Covenants and Restrictions of the Peninsula Master Association, Inc. Be advised that you are hereby fined \$500 as the violation was not corrected with the 7 days allotted in our first sanction letter. You are ordered not only to pay the fine but to also rectify this matter **immediately** or **(note the action to be taken such as shut down construction; deny access etc)**

Original date of violation(s):

Detailed description of the violation

Please be advised that if this violation is not corrected within 7 days of the date of this letter, an additional fine of \$1,000 will be imposed. This/these violations(s) must be corrected to comply with the Conditions, Covenants, Restrictions of the Peninsula Master Association. In the event this violation is not corrected, a daily fine of \$50 will be imposed on the 8th day following the date of this letter and continue until the violation is corrected.

Any fine not paid timely may result in a lien being filed against the property. All costs associated with filing and collecting the lien (including applicable attorney fees) will be the responsibility of the owner.

If there is a subsequent violation of the same rule within the same calendar year, the fine amount will double for each subsequent violation.

Compliance fee is to be paid via check or money order to:

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Fairhope, AL 36533

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Respectfully,

Susan Anderson

HOA Management Team