

BURTON FARMS HOMEOWNERS' ASSOCIATION

GENERAL FINE POLICY

Updated January 1, 2022

To ensure compliance with the Burton Farms Covenants, Conditions and Restrictions (CCRs) and Rules and Regulations, the Board of Directors has updated the existing guidelines for use in assignment of fines. The fining policy steps listed below shall not be considered a pre-requisite to the Board's utilization of any other remedy or method of enforcement available to the Association under the Governing Documents.

Upon the first inspection and finding of a non-compliance issue a Courtesy Notice will be sent to you. The Courtesy Notice will indicate the date of inspection and the issue of non-compliance. The letter will request that you remedy this issue as soon as possible but no later than the next **seven (7)** working days. The letter will also ask that you contact PSMT if there are circumstances causing this issue, preventing you from being able to remedy the issue or to seek assistance in the resolution of the matter if the issue exceeds **seven (7)** working days.

A re-inspection will be made after **seven (7)** working days. If at the time of re-inspection, it is determined that you have not remedied the issue of non-compliance, or contacted PSMT for assistance or to explain the extenuating circumstances, a fine will be assessed as follows:

- **The fine is set at \$50.00 per issue per Violation Notice**

If continued non-compliance occurs with each re-inspection, a consecutive fine will be issued for each occurrence in the amount of \$50.00 per month. After **three (3)** months of non-compliance the issue is not resolved, the fine will increase to \$60.00 per month. The Board will have the option of taking legal action to remedy the issue. In addition to the fines assessed, you will also be responsible to pay all attorney's fees and court costs accrued until the issue of non-compliance is resolved. All monies collected for fines will go to the operating account of the HOA.

Unapproved Exterior Improvements

1. Above Ground Pools: Homeowner will be assessed a \$500.00 fine if seen and will be sent one (1) letter demanding its immediate removal.
2. Front Yard Fence: Homeowner will be assessed a \$500.00 fine if seen and will be sent one (1) letter demanding its immediate removal.
3. Other non-approved improvements: If allowed, homeowner will be assessed a \$50 fine and must submit an ARC Application. If not allowed, homeowner must submit application for record and will be assessed a \$500 fine.

Trailers

1. If trailer will be on lot short term, submit a request to ARC to approve placement.

Miscellaneous Vehicles

1. Moving vans, RVs, boats, and dumpsters are allowed to be on a lot for up to seven (7) days. Homeowners will receive a courtesy reminder if seen.

We want to bring to your attention common items that impact the overall appearance of the community. Note that if any of these items not corrected or that continue will cause a fine to be placed on your account. Note that this list is not all-inclusive.

- Any changes to the exterior of your home must be reviewed and approved by the Architectural Review Committee before the work is done. You can submit an ARC application on PSMT's website: <https://propertysolutionsmt.com/resources/>
- Lawns should be regularly maintained during the growing season to prevent overgrowth. Grass should not exceed 8in in height and weeds should regularly be pulled from flower beds. If you have a fence, please remember to maintain the grass beyond your fence that is still on your lot.

ARC Process

If you wish to make an addition or external capital improvement to your home; fences, swimming pools, decks/patios, playsets, etc., you must submit an Architectural Improvement Application to the HOA. You can submit your application online from the PSMT website – tab Resources. Your application will automatically be sent to your Community Manager, and they will forward it to the Architectural Review Committee for review. The review process can take up to 30 days, but typically a response is received in a timelier manner. Please do not commence construction or installation without approval. **If you begin construction without approval, it will be at the expense of and the responsibility of the homeowner to remove the structure and/or return the property back to the original state if it is not approved.**

You are urged to read the Burton Farms Protective Covenants & Restrictions as provided on the PSMT website. You may view the document in its entirety at the Burton Farms HOA community page from the PSMT website at www.propertyolutionsmt.com

***ALL HOMEOWNERS** are responsible for the actions of their **OCCUPANTS/TENNANTS**.

If you have any questions or need assistance, please contact Mary Beth Bailey, Community Manager, at (615) 295-2317 or at mbailey@propertyolutionsmt.com

Burton Farms HOA Board of Directors