

**LANCASTER AT KINGS RIDGE HOMEOWNERS ASSOCIATION, INC.**  
**Amended RULES ENFORCEMENT AND INSPECTION POLICY**

All communities have rules to govern its members to insure an orderly and safe neighborhood. The rules also serve to preserve, maintain and enhance the values of the individual properties and the community as a whole.

The Board of Directors is charged with the responsibility of enforcing all of the rules and regulations of the Association in an unbiased, fair, consistent and equitable manner to provide for a pleasant and harmonious community for all residents. All owners, lessees, and guests are bound by the legal documents to abide by the rules of the Association. Owners who lease their homes are advised that they may be held liable for action of their tenants and so it is imperative they advise their agents and/or tenants of the rules of the Association.

In consideration of the above, the following will be strictly adhered to by all:

1. All suggestions, rules violation reports, common area service requests, complaints, compliments, etc., must be given in writing and signed to the Management Agent who will forward the information to the Board of Directors.
2. No complaints of any kind will be taken verbally by any member of the Board of Directors or its Management Agent.

**RULES VIOLATION**

**EXTERIOR HOMESITE INSPECTION AND MAINTENANCE**

Residences are to be inspected monthly by the Management Company (Association Agent) for compliance with the Kings Ridge Community Association Architectural Guidelines Standards and Criteria (ACC) and the Lancaster Architectural Guidelines (NARC) Adopted April 10, 2017. A violations report shall be submitted in the monthly Management Company Board Packet to the Lancaster Homeowners Association Board. A follow-up inspection to determine compliance shall be conducted by the inspecting Management Company at the end of the compliance period to determine if further action is needed. A board member or designee is to accompany the Management Company on these inspections.

The inspection will encompass, but is not limited to, the following items which may require homeowner attention:

- Driveways and walkways that require power washing or cleaning to remove dirt, mold, or mildew build-up or debris removal.
- Mailboxes that require cleaning to remove dirt, mold or mildew, or are in need of repair or replacement.
- Landscape items requiring homeowner attention e.g., but not limited to: overgrown, dead, diseased or damaged trees
- Identification of any hazardous condition or items requiring repair.
- Or other items identified in the ACC or NARC Guidelines as amended from time to time

## ENFORCEMENT

- A citation letter (first notification) will be sent to the homeowner identifying the nature of the violation. The letter should direct the homeowner to contact the Management Company Agent and advise said Agent of the actions to be taken by the homeowner(s). A photograph will be taken of the violation and stored with the letter on the Management Company's website.
- If homeowner does not respond or remedy the violation within 30 days of the first notification or reasonably negotiated time based on other City and ACC timeframe restrictions, a second letter (second notification) is to be sent informing them that they have not complied and that they have 30 days (from the date of mailing) to remedy the violation. A photograph will be taken at the time of the second notice to verify non-compliance. The photo will be stored along with the letter on the Management Company's website.
- If no response from the homeowner to the second notification a third and FINAL letter will be sent. The third letter will be sent certified/return receipt requested. In the final letter the homeowner will be informed that the issue is being forward to the Covenant Enforcement Review Board (CERB) within the next 30 days. A final photo will be taken of the violation and stored on the Management Company's website to be used as evidence for the CERB.
- If there is no response to the third letter, the Board of Directors will forward the information onto the CERB and let the Kings Ridge Community Association handle it from there.

\*\*Special Note: All repairs and/or corrections of the violation must follow ACC and Lancaster Architectural Guidelines procedures. The homeowner will be responsible for all fees, fines and expenses incurred due to the violation.

Ms. Virginia Scigliano  
Board President

September 11, 2017  
Date Adopted

Amended  
Choice Edwards  
Board President

January 11, 2021  
Date Approved: