

**WINDHAM COMMUNITY ASSOCIATION  
RULES AND REGULATIONS COMPLIANCE PROCEDURE  
ADMINISTRATIVE RESOLUTION # TWO (2)**

**WHEREAS**, Article I, Section 1.(h) of the Declaration of Covenants, Conditions and Restrictions creating Windham Community Association provides for an Executive Board who shall manage business, operation, and affairs of the property; and

**WHEREAS**, Article XII, Section 12.4 of the same Declaration describes the Restricted Uses and those that require prior written approval; and

**WHEREAS**, Section 5302 of the Pennsylvania Uniform Planned Community Act gives the Board the power to impose fines for violations of rules and regulations; and

**WHEREAS**, the Board has determined that more specific procedures should be outlined to enforce Association rules and regulations,

Be it therefore resolved that:

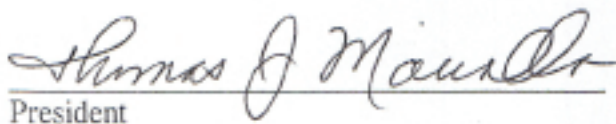
1. Any complaint regarding a rules and regulations violation must be in writing to the Executive Board. The written complaint must be signed and provide adequate information regarding the date, time, and location as well as the nature of the violation in order for Executive Board to take action. Whenever possible, confidentiality will be maintained. Additionally, violations, which are observed by an Association representative, will also be processed as a violation complaint.
2. When a violation is noted, a warning letter will be sent to the Owner describing the violation and, if appropriate, a date by which the violation must be corrected. A copy of this Compliance Procedure Resolution will be included. The Owner will be further advised that should the violation continue, the Executive Board may impose a Rules Violation fine after giving the Owner an opportunity for a hearing.
3. Owners who lease their home are responsible for their Tenants' actions and any resulting fines. If there is a Tenant, a copy of the violation letter and this compliance procedure resolution will be sent to the Tenant as well as the Owner.
4. Should the violation continue or reoccur after the date specified in the first letter, the Owner will receive notification of their right to appeal the violation to the Executive Board. They may request a hearing by stating their intention, in writing, within fifteen (15) days of the date of the letter from the Association. Such notice will be sent by Certified Mail with Return Receipt Requested. If no request for a hearing is received within fifteen days, a fine of not less than \$25.00 will be imposed. Any fine imposed in accordance with this Compliance

Procedure Resolution shall constitute an assessment, which is collectable in the same manner as provided for the collection of all other assessments. Accordingly, all legal fees, interest, court costs, and other fees incurred in the collection of a fine shall be the responsibility of the Owner.

5. Repeated occurrences shall result in a fine double the amount of the previous fine. A continuation of a violation shall result in escalating fines on a daily basis.
6. Any decision of the Board following a violation hearing shall be final.

This Resolution was adopted on March 11, 2004.

ATTEST:

  
\_\_\_\_\_  
President

3-11-04  
Date

  
\_\_\_\_\_  
Secretary

3-11-04  
Date