

COOPER'S POINT COVENANT VIOLATION PROCEDURES

REPORTING A VIOLATION

To report a Covenant violation, a property owner must submit a signed written notification of non-compliance to the HOA Board via U.S. mail to Cooper's Point HOA, PO Box 65, Townsend, GA 31331 or via email to cooperspointhoa@gmail.com. The Covenant Violation Form can be found on Cooper's Point web site at www.cooperspoint.org. The Board will assign a Board representative to discuss the violation with the person(s) involved and secure compliance. At this point the identity of the person submitting the complaint will be kept confidential.

BOARD ACTION

If the matter is not resolved after taking the above actions, the HOA Board will consider the matter at a regular or called Board meeting. At this stage the identity of the person(s) submitting the complaint must be revealed.

If the violation is one of the CONDITIONS listed below, the Board will vote whether to initiate the fines procedure based on the facts of the case.

If the violation is one of the ACTS listed below, witnesses for both parties will be notified in advance of the meeting and may be present to discuss the case. A majority vote of the Board will determine whether a violation has occurred. If justified, then the board will initiate the fines procedure.

FINES PROCEDURE

For a Condition in Violation, the Secretary of the Board will write a letter signed by the President to be sent by US Mail to the violator. The violator will have two weeks from the date of the letter to correct the Condition in Violation. If the Condition is not corrected during that time, the violator will be fined the amount listed on the List of Fines total maximum to be determined by the Board.

For an ACT in Violation, the Secretary of the Board will write a letter signed by the President to be sent by U.S. mail to the violator notifying him/her of the fine.

If any fines are not paid within 90 days of the date of the fine notification letter, the Board will place a lien on the offender's property and notify the offender by certified/ registered mail of this action.

CONDITIONS in VIOLATION

Architectural Changes	Live Tree Cutting	Unsightly Yard
Temporary Structures	Lease of Dwelling	Unauthorized Parking/Vehicles
Home Occupations	Outside Antennae	

ACTS in VIOLATION

Tree Cutting or Clearing	Unleashed/Barking Dog	Failure to Clean up After Pet
Nuisance	Boat or Dock Regulations	Other Violations