

REFUGE AT WHITEHALL FEE/FINE SCHEDULE AND EXCEPTION REQUEST

Reference (a): Declaration of Covenants and Restrictions for the Refuge at Whitehall and Provisions for By-Laws of the Refuge at Whitehall Owners Association

Reference (b): Refuge at Whitehall Architectural Review Board (RWARB) Improvements and Construction Standard

Appendix (a): Relief Request Form

- I. PURPOSE. This document is to establish the process and fee schedule by which the Refuge HOA Board of Directors can hold homeowners accountable for violations of references (a) and (b). Also contained herein is the process by which homeowners can request relief from certain and specific requirements within reference (a).

II. EXCEPTION REQUESTS

All request must be submit to the ARB Chair or HOA President, they are only approving authority.

- a. Exception requests will only be granted for certain items, such as overnight parking on the street or trash outside the acceptable timeframe listed in ref (a). Not all acceptable exception requests are listed herein. Therefore, the homeowner should submit an exception for relief if there is any doubt.
- i. Overnight street parking: Requests for exception from the prohibited overnight street parking may be requested and granted on a case-by-case basis. Approval will be based on the length of time being requested and the specific reasoning for the request. Overuse of this request will result in denial and potential fines for the offending homeowners.
 - 1. Submit request: within four days of the requested date
 - 2. Response: within 48 hours of the requested date
 - ii. Trash: There are occasions when a homeowner needs to put trash out at the curb earlier than the stated timeframe in ref (a). Requests for this will not be granted for longer than a 24-hour period (Wed at 5:00 pm). Overuse of this request will result in denial and potential fines for the offending homeowners.
 - 1. Submit request: no later than the Mon prior to the affected trash day
 - 2. Response: no later than Tue prior to the affected trash day
 - iii. Recreational Vehicles: Recreational vehicle parking is not allowed in the neighborhood per ref (a). However, when preparing for a trip or other similar events, the RWARB recognizes the need to have these vehicles at their homes. Requests for exception must be received
 - 1. Submit request: within four days of the requested date
 - 2. Response: within 48 hours of the requested date

- b. Emergent requests: Emergent requests for exceptions to ref (a) will be considered on a case-by-case basis and can be submitted to any HOA Board member, whether via email, in person, or telephone. A formal exception request should be completed and submitted at the homeowner's earliest opportunity for recordkeeping purposes.

III. FAILURE TO SUBMIT RWARB REQUEST

- a. The RWARB is established to provide a system of review for the construction or modification of all Improvements within the Property: No improvement shall be commenced, improved or altered, nor shall any grading, excavation, or change of exterior color or other work which in any way adheres the exterior appearance of an Improvement be done without the prior written approval of the RWARB.
- b. If work is being completed or has been completed for items as outlined in references (a) and (b), there will be a minimum of \$75 fine, and the potential to have the work undone/redone, as appropriate. For work in-progress without prior approval, work will be halted immediately until the appropriate request is submitted to the RWARB and returned approved. For example:
- Painting the home an unauthorized color without prior approval – would result in \$75 fine and having to repaint the home an authorized color.
 - Changes ongoing to landscaping without prior approval – work would cease until request is submitted and approve; would result in \$75 fine.

IV. GENERAL FEE AND FINE PROCESS AND SCHEDULE

This will cover all ARB Violations, Reference (a) Violation and Reference (b) Violation.

OCCURENCE	RESULT	AMOUNT
First	Informal warning with required corrective action to be taken	NONE
Second	Formal letter with required corrective action to be taken	NONE
Third	Formal notification for fine being levied and required corrective action to be taken	\$50
Fourth	Formal notification of formal action being taken	\$100 Fine for each month until corrective action is completed
Fifth	Formal notification of formal action being taken	Liens or legal action as appropriate and spelled out in ref (a)
Assessment Delinquency	Formal monthly notification of fine in addition to interest charge upon 90-day delinquency	\$40 Fine for each month after the 90 days Interest continues until paid

Appendix A

REFUGE EXCEPTION REQUEST

Homeowner Name:_____.

Address:_____.

Date:_____.

Exception requested:_____.

Justification:_____.

_____.

_____.

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_____.

Date required:_____.

ARB Chair or HOA BOARD RESPONSE

APPROVED

DISAPPROVED

Reason for disapproval:_____.

_____.

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_____.

Date:_____.