

Alta Mesa Town Square Homeowners Association  
Deed Violation Enforcement and Fee Schedule  
CC&R and Design Guideline Violations  
Effective: May 31, 2023



Notices, Fines and Correction Periods for Violations are within a six (6) month period from the date of the first notice. All fine letters other than the First Notice or Friendly Reminder are charged to the homeowners account at \$5.00 each for an administrative fee to process the letter.



**First Notice/Friendly Reminder**

A letter stating the violation and the number of days to correct shall be sent to the property owner(s). A period of twenty-one (21) days shall be provided to correct the violation on all first occurrences. All subsequent violations are subject to a fine.

**Second Notice or Second Consecutive Notice**

A letter will be sent to the property owner(s) stating You have been assessed a monetary fine in the amount of **\$50.00**. If the violation is not corrected within fourteen (14) days from the date of this letter, it will result in a Third Notice and you will be assessed an additional **\$150.00** monetary fine.

**Third Notice or Third Consecutive Notice**

A letter will be sent to the property owner(s) stating you have been assessed a monetary fine in the amount of **\$150.00**. If the violation is not corrected within fourteen (14) days from the date of this letter, it will result in a Fourth Notice and you will be assessed an additional **\$250.00** monetary fine.

**Fourth Notice or Fourth Consecutive Notice**

A letter will be sent to the property owner(s) stating this is the **FOURTH NOTICE** of violation and the account has been assessed an additional monetary fine in the amount of **\$250.00**. Legal action may be taken and associated recovery fees may apply after the fourth notice. If the violation is not corrected within fourteen (14) days from the date of this letter, you will be fined an additional **\$350.00**.

**Each Subsequent Notice**

Your account has been assessed an additional monetary fine in the amount of **\$350.00**. Legal action or self-help may be taken and associated recovery fees may apply after the fourth notice.

**Appeal Instructions**

All violations and fines may be appealed by submitting a completed Appeal Form to the Board of Directors, *within 21 days from the date of the initial violation letter or within 14 days from the date of subsequent violation letters*, to have a hearing to resolve the matter. Upon receipt of an appeal the Board of Directors *has 10 days to respond with an acknowledgement*. The Appeal Form is located online on the Town Square HOA's website portal at [wearevision.com](http://wearevision.com). The Appeal Form must be submitted via email, fax or mail to the address listed on the form, itself.