

# VENTANA HOMEOWNERS ASSOCIATION

## RULES AND REGULATIONS CC&R VIOLATION AND ENFORCEMENT POLICY

Ventana Homeowners Association has established the following Covenants, Conditions and Restrictions (CC&Rs) Violation Enforcement Policy (Enforcement Policy), and any applicable monetary penalties for continuing violations. This Enforcement Policy will be deemed part of the association rules and is subject to amendment or modification at any time by majority vote of the board of directors (Board). This Enforcement Policy is adopted in accordance with Arizona law and the provisions of the CC&Rs and other governing documents, as currently in force and effect. The Board of Directors hereby approve the following Enforcement Policy at a duly called meeting of the Board on October 23, 2025.

### Friendly Reminder

A friendly notice (Friendly Reminder) will be delivered via regular mail to the owner of the property outlining the violation. The owner will be given fourteen (14) calendar days to bring the violation into compliance. The Board may skip the Friendly Reminder notice if the violation has returned or has been repeated.

### First Notice

A first notice (First Notice) will be delivered via regular mail to the owner of the property outlining the violation if the owner has not complied with the Friendly Reminder, or if the violation has returned or has been repeated. In the event that the owner of the property is identified as an absentee owner, a copy of the notice may also be sent to the tenant at the property address. The owner will be given fourteen (14) calendar days to bring the violation into compliance. The First Notice shall include a warning that if the violation is not cured within fourteen (14) calendar days, a fee of forty (\$40) dollars shall be assessed, which is comprised of an initial monetary penalty of twenty-five (\$25) dollars plus a certified mailing fee of fifteen (\$15) dollars. This letter shall also state that the owner may petition the Department of Real Estate pursuant to ARS 32-2199.01. All violation notice fees are the responsibility of the owner.

### Second Notice and Assessment of Initial Monetary Penalty

A second notice (Second Notice) will be sent if the owner has not complied with the First Notice, or if the violation has returned or has been repeated. The Second Notice will inform the owner that a fee has been assessed in the amount of forty (\$40) dollars, which is comprised of an initial monetary penalty of twenty-five dollars (\$25) plus a certified mailing fee of fifteen (\$15) dollars. The owner will be given an additional fourteen (14) calendar days to bring the violation into compliance. The Second Notice shall include a warning that if the violation is not cured within fourteen (14) calendar days, a fee of sixty-five (\$65) dollars shall be assessed, which is comprised of an additional monetary penalty of fifty (\$50) dollars plus a certified mailing fee of fifteen (\$15) dollars. All violation notice fees are the responsibility of the owner.

### Third Notice and Assessment of Additional Monetary Penalty

A third notice (Third Notice) will be sent if the owner has not complied with the Second Notice, or if the violation has returned or has been repeated. The Third Notice will inform the owner that a fee has been assessed in the amount of sixty-five (\$65) dollars, which is comprised of an initial monetary penalty of fifty (\$50) dollars plus a certified mailing fee of fifteen (\$15) dollars. The Third Notice shall also include a warning that if the violation is not cured within fourteen (14) calendar days, a fee of one-hundred fifteen (\$115) dollars shall be assessed, which is comprised of an additional monetary penalty of one-hundred (\$100) dollars plus a certified mailing fee of fifteen (\$15) dollars. All violation notice fees are the

responsibility of the owner.

**Fourth Notice and Assessment of Additional Monetary Penalty**

A fourth notice (Fourth Notice) will be sent if the owner has not complied with the Second and Third Notices, or if the violation has returned or has been repeated. The Fourth Notice will inform the owner that a fee has been assessed in the amount of one-hundred (\$115) dollars, which is comprised of an additional monetary penalty of one-hundred dollars (\$100) plus a certified mailing fee of fifteen (\$15) dollars. The Fourth Notice shall also include a warning that if the violation is not cured within fourteen (14) calendar days, upon each subsequent inspection where it is found that the violation is still not cured, a fee of one hundred fifteen (\$115) dollars shall be assessed, which is comprised of an additional monetary penalty of one hundred (\$100) dollars plus a certified mailing fee of fifteen (\$15) dollars. All violation notice fees are the responsibility of the owner.

**Additional Monetary Penalty**

After the imposition of the initial monetary penalty and the additional monetary penalty, another monetary penalty, in the amount of one hundred fifteen (\$115) dollars, which is comprised of another additional monetary penalty of one hundred (\$100) dollars plus a certified mailing fee of fifteen (\$15) dollars, may be assessed upon subsequent inspections if the owner has not corrected or removed the violation, or if the violation is repeated or has returned. Inspections will be conducted to coincide with the terms of the notices.

**Certified Mailing Fee**

In addition to the monetary penalties there will be a fifteen (\$15) dollar certified mailing fee assessed per violation.

**Should a period of time of at least ninety (90) calendar days lapse between violation letters of the same offense, the next letter will be a First Notice again.**

**Exception to Notice Procedure**

Violations posing a threat to the health, safety, and welfare of the community as a whole or any one or more other owners may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests; threat of flood or fire damage to neighboring properties; or an escaped pet.

**Opportunity to be Heard**

The Association recognizes each owner's right to explain the reasons why there is a violation of the CC&Rs or the other governing documents, particularly if the violation results in an assessment. Before any fee is assessed, an owner has the opportunity to request a hearing before the Board. The owner must provide a timely written request for a hearing. If the hearing is scheduled, and attended, the owner is bound by the decision of a majority of the Board.

Linda M. Hunt  
For Ventana Homeowners Association

October 28, 2025  
Date