

Maple Lane Homeowners Association

Penalty Schedule and Enforcement Policy

Adopted January 23, 2011

In accordance with Cal Civ. Code §. 1363(g), the Maple Lane Homeowner's Association ("HOA") has adopted, and is providing each member a copy of, the Penalty Schedule and Enforcement Policy ("Penalty Policy") for violations of the community's Covenants, Conditions and Restrictions ("CC&Rs").

Below is the Penalty Policy for the Maple Lane community in East Palo Alto, CA. The primary objective of the Penalty Policy is rule compliance.

Schedule of Penalties

Amount

Trash Cans Visible from Street (more than 48 hours after scheduled pickup):	\$25.00 per occurrence
Quite Enjoyment (Nuisance):	\$50.00 per occurrence
Abandoned / Broken Down Vehicle:	\$50.00 per week
Parking Violation:	\$20.00 a day
Dog Bread Violation:	\$50.00 a week
Other Animal Policy Violation (including not picking up after animals and too many animals):	\$20.00 a week

This above list is not complete or comprehensive. All other violations not listed or specified above will result in reasonable fines up to \$500.00 per week.

The payment of any and all legal fees and costs incurred by the HOA to enforce violations or collect fines shall be the responsibility of the homeowner.

Homeowners are responsible for damage caused to the common area. It is the homeowner's responsibility to inform their tenants of the rules and regulations. The homeowner is also responsible for any common area damaged caused by his or her tenants.

Procedure

First Violation: A courtesy letter or email citing the specific violation(s) and requesting correction of said violation(s).

Second Violation: A letter or email sent requesting the homeowner to appear at a hearing before the Board of Directors (or their appointed designees) to address the cited violation(s). The letter will identify the nature of the violation(s), date, time and location of the hearing. If the homeowner fails to appear at the hearing or provide written evidence on his/her behalf, a monetary penalty will then be imposed against the homeowner. The Board of Directors will notify the homeowner, in writing, of its decision.

Continuing Violation: The Board may impose a continuing monetary penalty, assessed on a weekly basis, without additional notice or hearing, until the infraction or violation has been remedied. (A continuing violation is a violation of an ongoing nature which has not been corrected.)

Repeat Violation: Hearing Letter to Homeowner.

(A repeat violation occurs when a person violates the same provision of the Association's governing document more than once and has already been given the appropriate warnings and hearing. A repeated violation will result in an immediate doubling of fines.)

There may be a repeat, continuing violation, in which case fines (which have been doubled) will be assessed on a weekly basis until the violation is corrected.