

SCHEDULE A

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

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This Schedule A, Assessment Of Monetary Penalties Policy for Article 7, Section 7.12, of the Declaration of Covenants, Conditions and Restrictions of Westcliffe Owners Association Inc., a Residential Subdivision to the City of Oklahoma City, Oklahoma, which was filed with the County Clerk of Oklahoma County, and is recorded at Book 8298, Page 1118-1132, along with the By-Laws of Westcliffe Owners Association, Inc. which was filed with the County Clerk of Oklahoma County, and is recorded at Book 8298, Page 1133-1143, made this 27th day of October, 2005.

ASSESSMENT OF MONETARY PENALTIES POLICY

Article VI, Powers and Duties of the Board of Managers, which in part states the Board is responsible for enforcement of the applicable provisions of the Covenants, these By-Laws, and other instruments relating to the ownership, management and control of the property.

Article IX, Discipline of Members; Suspension of Rights, of the Westcliffe Homeowners Association By-Laws, states "...the Board shall have the power to impose reasonable monetary penalties, temporary suspension of an owner's rights as a member of the Association or other appropriate discipline for failure to comply with the Covenants, these By-Laws or duly enacted rules;..." This Policy is specifically concerning **Article 7, Section 7.12 Vehicle Restrictions** of the Covenants. If the Board of the Association determines that a monetary penalty should be assessed against a homeowner for a violation of Article 7.12, the amount of the monetary penalty shall be \$20.00 per day until the violation has been corrected.

The purpose of this policy is to apprise the members of the Association of the procedure to be followed by the Board when seeking enforcement of Article 7, Section 7.12 of the Declaration of Covenants, Conditions and Restrictions of the Association against any homeowner. The following is the Policy for the Assessment of Monetary Penalties:

- 1) The homeowner is notified of a violation by a "Friendly Reminder Letter" (first notice) mailed first class certified mail. The violation notice gives the homeowner 7 days in which to remedy the violation. If the violation persists, the homeowner will be provided with a "Formal Letter" (second notice) mailed first class certified mail. The "Formal Letter" will apprise the homeowner of the continuing violation, the possibility of a monetary penalty of \$20.00 per day being assessed retroactive to the date of receipt of the letter if the violation is not corrected within 7 days from the receipt of the "Formal Letter". The homeowner has the right to contact the Board within the 7-day period and schedule a time to meet with the Board. If after the "Formal Letter" the violation has not been remedied and the Board has not been contacted by the homeowner to schedule a meeting a "Penalty Notice Letter" will be sent stating that a penalty of \$20.00 a day is being imposed until the violation has been corrected. Also, temporary suspension of membership rights will be imposed until the violation is corrected.
- 2) The Board and the homeowner will meet for the purpose of considering the allegations of the violation. The homeowner will be able to present evidence and witnesses, including oral

testimony, concerning their rebuttal to the violation and the assessment of any monetary penalty. After the hearing, the Board, alone, will meet in executive session to make a decision regarding the violation of the assessment of any monetary penalty. The homeowner will be notified in writing within 5 days by the Board of their decision and advised regarding the assessment of any penalty. In the event the Board assesses a monetary penalty to the homeowner, the penalty will be charged to the homeowners account and will become an assessment against that account.

- 3) If the violation remains uncorrected or the penalty has not been paid the matter will be turned over to legal counsel to be handled.
- 4) In the event of a second violation by the homeowner, the procedure will start with the **"Formal Letter"** with the same time schedule as outlined above.

This Assessment of Monetary Penalties Policy was voted on at the September 12, 2005 Association Meeting and approved by the majority, and is in effect as of October 1, 2005 and shall remain in effect.

Westcliffe Homeowners Association
Board of Managers

The undersigned, being the President of the Board of Managers of Westcliffe Owners Association, Inc., a nonprofit corporation, pursuant to the By-Laws, Covenants, Conditions and Restrictions, do hereby certify the foregoing to be Schedule A, Assessment of Monetary Penalties Policy for Article 7, Section 7.12 of the Covenants, do hereby adopt the foregoing as of the 10 day of October, 2005.

WESTCLIFFE OWNERS ASSOCIATION, INC.

By: Michael W. Ward
Michael Ward, President
Westcliffe Owners Association, Inc.

ATTEST:
Marilyn Landoll
Secretary

I, the undersigned, the duly elected and acting Secretary of the Westcliffe Owners Association, Inc., a nonprofit organization, do hereby certify that the within and foregoing Schedule A, Assessment of Monetary Penalties Policy for Article 7, Section 7.12 of the Covenants, was duly adopted on the 12th day of September, 2005, and that the same does now constitute the Assessment of Monetary Penalties Policy for Article 7, Section 7.12 of the corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 10 day of October, 2005.

Marilyn Landoll
Marilyn Landoll
Secretary

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

Before me, the undersigned, a Notary Public, in and for said County and State on this 10 day of October, 2005, personally appeared Michael Ward, President and Marilyn Landoll, Secretary of Westcliffe Owners Association, Inc., to me known to be identical persons who subscribed the name of the maker thereof to the foregoing instrument as President and Secretary and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.

W. W. Lane Lawson
Notary Public 04009865
Commission No.: Oct 13, 2008

My Commission Expires: Oct 13, 2008