

DEED VIOLATION REPORTING POLICY AND PROCEDURE



This process is intended to give homeowners of The Coventry Civic Association a standard method of reporting deed violations to the Association for enforcement. Below are the steps to follow when reporting a violation:

- Complete the Deed Violation Report Form and hand deliver the form to any Coventry Officer, email it to deedenforcement@thecoventryonline.com or mail to The Coventry at P.O. Box 624, Hilliard, OH 43026. This form is on The Coventry's website in PDF and MS Word formats. Follow the link titled "deed restrictions" to find them. The MS Word format may be completed and emailed electronically, by filling it out, saving it to your computer, attaching it to an email and sending to deedenforcement@thecoventryonline.com
- An investigation will commence by first confirming the address and lot # of the property. The violation will then be verified and noted as to which of three (3) deed's restrictions has been violated.
- No deed violation shall be immune or grand-fathered-in from compliance or prosecution irregardless of how long the violation has been in existence. The only exception that will be granted is when a homeowner has permission, in writing, to be immune from compliance, from a past President of the Coventry Civic Association.
- If a violation has been verified to have occurred, The Association will forward the information to the Deed Enforcement Committee to issue a "Violation Warning" for each violation, by posting each original copy of the carbon-copied Violation Warning notice to **This Form**. Once approved, a summary list of Deed Restrictions and City codes and ordinances may also be included in this mailing. The Deed Enforcement Committee will then mail this information to the homeowner of the property in violation. These post-it notices will list the violation, the current date and ask that the violation be voluntarily corrected. The homeowner shall have seven (7) days from the date on the violation warning notice to correct the violation.
- If the violation(s) are not corrected by day eight (8), the association will send a letter to the homeowner asking for voluntary compliance with the deed violation(s). The letter will inform the homeowner of the section in the deed that has been violated and will ask the resident to make any changes necessary to comply with the deed restriction. A (thirty) 30-day deadline for compliance will be given.
- Should the violation(s) not be corrected by day thirty-one (31), the following steps may be taken:
 1. The Officers will convene to decide if the violation(s) should be escalated to our attorney for further action.
 2. Once the issue(s) has been forwarded to our attorney, they will mail a letter/invoice to the homeowner assessing a \$100 fine for each violation due immediately upon receipt and payable to The Coventry Civic Association. A final seven (7) -day deadline will be granted to become compliant with the deed restriction(s) and to pay the \$100.00 fine per violation to The Coventry Civic Association at P.O. Box 624, Hilliard, OH 43026.
 3. If the fine(s) have not been paid and/or there is still noncompliance on day eight (8), the Association may at its discretion, incur the cost(s) to correct any and all violation(s) by whatever means necessary, including the removal of any unapproved item.
 4. Any or all costs incurred by the Association including unpaid fines will then be billed to the homeowner with a three (3)business-day grace period to pay all fines and costs. The same will be forwarded to the attorney to file a lien against the property in violation. The lien shall be filed on the fourth (4th) business day and include the following assessed fees:
 - Fine for each violation - \$100.00
 - Affidavit of Lien Filing Fee - \$28.00
 - Satisfaction of Lien Filing Fee - \$32.00
 - Attorney Fees - \$100.00 minimum
 - All costs incurred by the Association to correct the deed violation – Amount to be determined

The homeowner will not be able to refinance or sell the property until the lien has been satisfied. The absolute minimum amount of the lien will be \$260.00 plus the cost of each unpaid fine, plus the costs incurred by the Association to correct the violation(s). In addition, if the homeowner does not have the lien removed, it will continue to accumulate interest at 10 per cent per year until it is paid off.