

Resolution 2025-1

Resolution Amending Resolution 2016-1 Fines & Penalties

WHEREAS the Otter Pond Homeowner Association Board “The Board” has the primary responsibility of enforcing covenants, policies and procedure for the Association and

WHEREAS The Board also has a primary responsibility of levying fees, dues and special assessments to the association members and collecting those fees, and

WHEREAS it becomes necessary from time to time to assess penalties and fees to a member or members when covenants are not followed and dues are not paid at the appropriate time, and

WHEREAS the board has already acted to impose fines and penalties related to the above through formal action taken in adopting Resolution 2007-1 hereby now being amended.

NOW THEREFORE BE IT RESOLVED BY THE OTTER POND HOMEOWNER ASSOCIATION BOARD THAT THE FOLLOWING SCHEDULE OF FEES IS HEREBY AMENDS PREVIOUS RESOLUTION 2016-1 THROUGH FORMAL RESOLUTION:

All Homeowner Dues shall be billed on February 1st of each year and first due and payable by the 15th of March each year without penalty. Payments received after the 15th are considered delinquent and a late fee of \$100 will be assessed. For each month, thereafter that dues remain unpaid, additional late fees will accrue at a rate of 1.5% monthly (18% annually) until fully paid. A fee of \$30 will be assessed for each returned check.

For all other violations of the Covenants, The Board imposes the following schedule of fines for serious and repeated or ignored violations:

- First Notice – verbal (or written) warning to owner (or tenant) – action within 14 days - \$0 Fine.
- Second Notice – formal written notice of violation with a right to a hearing – action to be taken within 14 days of this second notice - \$0 Fine [see exception below].
- Third Notice – If no verbal or written response within 14 days of the second notice, then a \$50 fine is imposed.
- Fourth Notice – If still no response 14 days after the Third Notice, then an additional \$100 fine is imposed.
- Fifth Notice - if no response 14 days after the fourth notice, and there has been

no attempt at corrective action, then the fifth notice is essentially the filing of a lien on the property and a copy of the same sent to the owner along with an additional \$350 Fine.

Exception

For repeat violations of the same owner and the same violation, an additional \$50 fine will be assessed.

By: Christina Files

Name: Christina Files

Title: President, Otter Pond HOA

Date: 11/18/25

By: Mindy Clagett

Name: Mindy Clagett

Title: Secretary, Otter Pond HOA

Date: Nov. 18, 2025