

Covenants Committee Procedures

1. When a potential violation is brought to the Community Manager's attention, from whatever source, including the I'On Design Committee (the "IDC") the Manager shall informally contact the Titleholder and, as appropriate, discuss the issue with the Titleholder. The Manager shall confer with the Covenants Liaison if there is a question as to whether the issue is, in fact, a violation.
2. If there is no resolution of the potential violation, the Community Manager shall present the issue to the Covenants Committee (the "Committee"). If the Committee determines that a violation has occurred, the Committee may recommend to the Board of Trustees (the "Board") that one or more of the sanctions set forth in Section 2-105(a) of the Declaration of Covenants, Conditions and Restrictions (the "CC&Rs") be imposed.
3. The Board shall consider the Committee's recommendation and may deliver a written Notice of Violation (the "First Notice") to the Titleholder that may assess a fine of \$50. The First Notice shall specify the remedy required and a Cure Period that, in the Board's discretion, may range from 10 to 60 days.
4. The Titleholder shall have 10 days from delivery of the First Notice to request a hearing before the Committee. Such requests shall be in writing and delivered to the Community Manager. Any tenant must have written authorization from the Titleholder-landlord to request a hearing.
5. If the Titleholder makes a timely written request for a hearing:
 - i. The Committee shall hold the hearing as soon as reasonably practicable, but in no event more than 30 days following delivery of the request.
 - ii. Upon conclusion of the hearing, the Committee shall meet in executive session to review the matter and reach its decision.
 - iii. The Committee shall deliver its written ruling to the Titleholder and to the President of the Board within 5 days following conclusion of the hearing.
 - iv. The Titleholder has 10 days from delivery of the Committee's ruling to appeal the ruling to the Board of Appeals. Such an appeal must be requested by delivery of a written request for appeal to the Assembly's Manager.
6. If the Titleholder does not make a timely written request for a hearing, the First Notice shall become final and not subject to further hearing or appeal.

7. If the violation continues for more than 10 days after the end of the Cure Period specified in the First Notice, the Board may send another written Notice of Violation (the "Second Notice") to the Titleholder that may assess an additional fine of \$100.
8. If the violation continues for more than 10 days after delivery of the Second Notice, the Board may send another written Notice of Violation (the "Third Notice") to the Titleholder that may assess an additional fine of \$250.
9. There shall be no right to hearing or appeal with respect to a Second or Third Notice of Violation.
10. If the violation is corrected within the Cure Period following the First Notice or the 10-day periods following the Second and Third Notices, the Board may, in its sole discretion, suspend the fine assessed in the applicable Notice.
11. For purposes of these procedures, the date of "delivery" shall be the date an item is personally delivered to the recipient or sent to the recipient by United States mail, first class postage prepaid, whichever is earlier. In all instances where written documentation is required, email or other electronic documentation shall be acceptable.