

JOHNS CREEK PROPERTY OWNERS ASSOCIATION, INC.

COMPLIANCE PROCESS FLOWCHART

Adopted by Board of Directors on December 7, 2022

STEP 1: COURTESY NOTICE

- Association sends 14-day COURTESY NOTICE
- Advise owner that fine will be levied if violation is not corrected or an action plan is not provided
- Advise owner that fine will start on date of next letter

STEP 2: HEARING NOTICE

- Photo(s) taken of violation(s) and included in EC MEETING (HEARING) packet
- Enforcement Agent: entity delegated by Board of Directors to impose fine(s); up to \$100.00/day per violation
- Written notice at least 14 days prior to EC MEETING (HEARING) scheduled meeting date
- Written notice to include hearing date/time/location of EC meeting
- Written correspondence to violating party advising as to fine amount(s)
- Fine begins date of correspondence
- Hearing (EC meeting) before impartial committee

STEP 3: EC MEETING (HEARING)

- Photo to be taken 1-5 days prior to scheduled EC MEETING (HEARING)
- Photos must be date and time stamped
- Photo(s) included in EC MEETING (HEARING) packet
- At least 14 days from date of FINING NOTICE
- Role of committee is to determine whether to approve or reject fine levied by BOD/Delegate
- Violating party given opportunity to present evidence against fine
- Advise violating party fine(s) imposed are required per State Statute to be paid

STEP 4: NOTICE & DEMAND FOR PAYMENT

- Advise violating party that fine has been imposed
- Provide amount & deadline for payment (14 days from date of EC MEETING (HEARING))
- Advise violating party that violation *MUST* be corrected
- Advise violating party violation matter will be referred to attorney if violation is not corrected

STEP 5: ATTORNEY & LAWSUIT

- Advise violating party of unpaid fine and violation
- Attorney to pursue collection of fine and injunction
- Prevailing party entitled to legal/court fees and costs