

## **Town East Homes Camelot II HOA Board Procedures**

1. Certified Mailing Costs
  - a. The Board will charge recipient homeowners for all certified mailing costs associated with certified mailing related to collection of dues, Covenant/Bylaws violations, or information requests.
  - b. In the case of dues collection or Covenant/Bylaws violations, the first notice will be sent via regular U.S. postage, for which there will be no charge.
2. Enforcement of Article 8.8 of the Covenants
  - a. Article 8.8 of the Covenants states that “...no boats, trailers of any kind, motor homes, campers, or other recreational equipment shall be parked or stored within the Subdivision unless within a closed garage or at the rear of the residence; however, in no event shall any such vehicle be visible from the street which runs in front of the site.”
  - b. If the boat, trailer, camper, and/or other such vehicle is placed behind a privacy fence with minimal visibility from the street which runs in front of the property, then the property is deemed to be in compliance with the intent of this section and no compliance actions will be taken.
  - c. For the vehicles listed above, temporary parking in a driveway will not warrant compliance action from the Board. For example, if a boat or camper is parked in a driveway overnight either prior to or after use, but is promptly moved either behind a fenced area or off the property within seven days, no compliance action will be taken.
3. Enforcement of Article 8.6 of the Covenants
  - a. Article 8.6 of the Covenants states that “...no structure of a temporary character, basement, tent, shack, garage, barn or other outbuilding shall be located on any Site at any time, except during approved construction, unless placed behind the residence in a manner in which it will not be visible from any street.”
  - b. If the temporary structure noted above is placed behind a privacy fence with minimal visibility from the street, then the property is deemed to be in compliance with the intent of this section and no actions will be taken.
  - c. Certain lots had temporary structures at the time this rule was initiated. These lots are thus exempt from the rule.
4. Use of the Tot Lot
  - a. When phone or email requests are received requesting the Tot Lot be reserved for an event, the Board will explain that we do not have the ability to guarantee exclusive use of the facility. The Board will still encourage the individual to have

their event and will verify (to our knowledge) whether the Board or anyone else has any plans for that time.

- b. The Board will not approve reserved use of the Tot Lot for any person who is not an HOA member or organization not connected to an HOA member.

5. Bounced Checks

- a. Anytime a check written to the Association is bounced, the Association shall charge the Member any fees incurred as a result of the bounced check plus an additional \$25 handling fee.

- 6. Records will be retained on the HOA website and by the Secretary for at least seven years.