

DOCUMENT # 4

PROCEDURE FOR ENFORCEMENT OF BALBOA TERRACE HOMES ASSOCIATION COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs) AND THE IMPOSITION OF FINES AND OTHER PENALTIES

If a member appears to be in violation of the CC&Rs, the board shall notify the member in writing by first class mail of the alleged violations and request that the member correct the violations within 30 days of date of notification. If the violations are not corrected within 30 days, the board shall take further action as specified in Amendment 4 to the CC&R's.

If the member has not corrected the violations within 30 days, the board shall again notify the member in writing by first class mail of the alleged violations and the prescribed penalties. The notification shall specify the violations and penalties and request that the member either meet with designated members of the board at a specified time and place to attempt to resolve the issue or appear at a specified board meeting. The notice shall provide at least 15 days notice of the board hearing and inform the member that he/she has the right to attend, to be heard and to have the matter heard in executive session.

If agreement is reached at the meeting with the designated board members, a written agreement shall be signed by both parties and be binding on both.

If the request to meet is rejected, the member fails to respond by the time set for the meeting, or no agreement is reached, the board shall take action on the alleged violations as permitted by the CC&R's as amended. The board shall notify the member in writing of its decision within 15 days of the proposed meeting date.

Proposed fine for violation of Deed Restriction 1 ("said premises in front of the frontline occupied by the building thereon shall be kept free from rubbish, litter and weeds and properly cultivated to grow and maintain plants, flowers, shrubs or a lawn.") shall be \$100.00 per month effective 10 days after written notification of board's decision.

Proposed fine for violation of Deed Restriction 5 ("no flats, double houses or apartment house or houses") shall be \$500.00 per month effective 10 days after written notification of board's decision.

The levying of fines shall be subject to statutory interest and if unpaid will result in the loss of voting rights.

If you wish to submit comments, please put them in writing and mail to:

Balboa Terrace Homes Association
P.O. Box 27642
San Francisco CA 94127