

# **GLENKIRK ESTATES HOMEOWNERS ASSOCIATION, INC.**

*c/o TWC ASSOCIATION MANAGEMENT*  
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## **Maintenance Violation Notification and Enforcement Procedure**

All homeowners who own property in Glenkirk Estates are subject to the Architectural Guidelines as well as the Declaration, Bylaws and other governing documents for the association. The Board of Directors also has the authority to adopt reasonable rules and regulations for use of the common area and maintenance of the lots. All such policies will be published on the Glenkirk Estates web site.

The following procedure is followed to ensure compliance with the rules and regulations so that all homes and lots will be properly maintained.

A homeowner who is found in violation of any of the rules and regulations will receive written notification citing the specific violation and the time frame for correcting the problem. The time allowed for correction of the violation is determined by the nature of the violation and Board policy.

If the violation is not corrected within the prescribed period, a second notice may be sent as determined by the Board of Directors.

After the first or second notice is mailed, the Board of Directors may take action to correct the problem by hiring a contractor to complete the work with the cost being billed back to the homeowner.

If the violation remains uncorrected, the Board of Directors may invite the homeowner to attend a Due Process Hearing to allow the homeowner an opportunity to be heard by the Board, pursuant to the terms of the Virginia Property Owners Association Act (POA). The Board has the right to impose penalty charges in accordance with the provisions of the POA and to suspend privileges afforded to a member in good standing of Glenkirk estates Homeowners Association.