

Sugarloaf Homeowners Association

San Mateo, California 94403

SCHEDULE OF FINES - Effective April 15, 2016

When prospective homeowners purchase property at Sugarloaf, they agree to abide by the documents governing the Sugarloaf Homeowners Association of which they have become a member. These governing documents include the CC&Rs, Bylaws and also Rules that have been added, as necessary, by Association Boards. These same agreements are required of tenants when a homeowner is leasing their property. When an owner leases their unit, they are required to provide the tenants with copies of all Governing Documents and the lease must require all tenants to abide by the same. However, all notices, hearings, and due process procedures are between the Association and the unit owner(s), regardless of who occupies the unit, or what guests may be involved.

From time to time a homeowner, their tenants, or guests may violate one or more of the terms contained in these documents. Unless a violation is a dangerous infraction, homeowners having perceived violations will be notified by a Warning Letter and given 15 days to correct the problem. If after 15 days the owner is still in violation, the Board will request a hearing to discuss the issue. If the Board rules against the homeowner, the fine will then go into effect as noted in the attached chart. When damages are caused by individual owner/tenants, and repaired by the Association, a reimbursement assessment will also be applied to the offending owner's dues account.

In the case of chronic offenders, the 15-day compliance grace period will not apply after the first violation, and the offender will be sent an immediate fine notice.

California Civil Code §5855 requires the Board of Directors of a homeowner's association to comply with strict notice requirements when the Board imposes monetary sanctions or penalties on a member for violation of the association's governing documents.

When the Board of Directors is to meet to consider or impose discipline on a member of the association, the board must notify the member in writing, by personal delivery or first class mail at least 15 days before the meeting. The notification must include, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation **and a statement that the member has a right to attend and address the Board at the meeting.**

If the Board imposes discipline on the member, the board must again send notice to the member describing the discipline imposed. The notice must be sent within ten (10) days following the Board's action by personal delivery or first class mail.

The Board of Directors reserves the right to impose other disciplinary action as allowed by law in addition to these penalties. The Board shall consider the gravity of the offense in relation to whether the infraction is considered major or minor, and/or affects some or all of the homeowners' health, life, or property. When appropriate the Board will also notify government, city, or county authorities to assist with activities which may involve toxic chemicals, unauthorized building additions, health hazards, or criminal activity.

California Civil Code §4525 also requires the Board to disclose to prospective purchasers certain disciplinary actions taken by the Board. An owner must also provide to a prospective purchaser, a copy or summary of any notice previously sent to the owner regarding the Board's intent to impose, or the imposition of, discipline on the owner **that remains unresolved** at the time the remaining disclosures are to be made.

Sugarloaf Homeowners Association

San Mateo, California 94403

Sugarloaf Homeowner Association Fine Structure

<i>Category</i>	<i>CC&R Section</i>	<i>Brief Synopsis from the CC&Rs (Please refer to the CC&R's for more detailed descriptions)</i>	<i>Fine</i>
Visitor parking spaces	Article 5 – Use Restrictions Section 5.04	All parking spaces on the private streets on the Property are designated as guest parking, and Owners shall not park in these spaces on a regular basis, including consistent overnight parking.	No charge for initial incident/letter. \$50 - 2 nd incident or non-resolved 1 st incident. All other incidents subject to immediate \$50 fine per incident.
Leaving trash/recycling bins in sight	Article 5 – Use Restrictions Section 5.08	All equipment for the storage or disposal of such materials shall not be kept except in a clean and sanitary condition, located in garages or behind fences, screened from view of neighboring Lots, Common Areas and streets.	No charge for initial incident/letter. \$50 - 2 nd incident or non-resolved 1 st incident. All other incidents subject to immediate \$50 fine per incident.
Failure to remove debris or other garbage from front/side yards visible from streets	Article 5 – Use Restrictions Section 5.08	All rubbish, trash and garbage shall be regularly removed from the Lots, and shall not be allowed to accumulate there on.	\$50 initial, and an additional \$50 per month until corrected
Failure to maintain landscaping in front or side yards visible from streets	Article 4 – Repairs & Utilities Section 4.02	Each Owner is responsible for the landscaping of his or her front, side and back Lot Space, as it applies to each Lot, and for the maintenance of the exterior of the structure, and shall keep them in good appearance.	\$50 initial, and an additional \$50 per month until corrected
Failure to repair architectural problem, such as painting, roofing, broken fences, etc.	Article 4 – Repairs & Utilities Section 4.02	Each Owner is responsible for the landscaping of his or her front, side and back Lot Space, as it applies to each Lot, and for the <u>maintenance of the exterior</u> of the structure, and shall keep them in good appearance.	\$50 initial, and an additional \$50 per month until corrected
Modification of association property without prior permission	Article 6 – Architectural Control Section 6.02 (e)	No person other than the Association or its duly authorized agents shall construct, reconstruct, refinish, alter or maintain any improvement upon... the Common Area.	\$100 initial, and an additional \$100 per month until corrected

Sugarloaf Homeowners Association

San Mateo, California 94403

Failure to notify HOA of rental tenant contact info or not providing HOA governing docs to tenant	Article 5 – Use Restrictions Section 5.13 (e)	In the event an Owner shall lease his or her Lot, such Owner shall, not less than five (5) calendar days before the effective date of the lease, provide the Secretary of the Association, or the Secretary’s designee, the following in writing: <ul style="list-style-type: none">(i) The names of all Tenants and the Lot leased.(ii) The current address, telephone number, and, if applicable, email address and FAX number, of such Owner and the Owner’s legally designated agent for service of process.(iii) A receipt signed by the Tenant that the Tenant has received a complete copy of this Declaration, the Bylaws and the Operating Rules of the Association.	\$100 initial, and an additional \$250 per month until corrected.
--	--	--	---

Please refer to your copy of the CC&Rs for more detailed explanations.

Effective 4/15/16