

Policies that clarify and further define some of the Ridges POA Deed Restrictions, Covenants, and Declarations.

Summary

1. Mailbox repair is up to the property owner
 2. All fences including those made of rock, stone, brick, wood, wrought iron, or synthetic materials must be approved by the architectural committee
 3. Recurrent dog barking, loud vehicle sounds, loud music, and fireworks may be considered noise nuisances and be subject to fines
 4. No signs other than builders or real estate brokers are allowed. Flags and banners are considered signs with the exception that flags of the US and TN may be displayed.
 5. Trash receptacles left on the street after trash pickup day should be put away by the end of the trash pickup day.
 6. No motorized vehicles shall be ridden for sport and recreation on any lot or any nonpaved/non-concrete surface of any lot or open area.
 7. Neither vegetation growth nor prunings are allowed to block the line of sight at intersections. They may not encroach upon sidewalks which may block pedestrians.
 8. Homeowner Complaints. A mechanism has been established for submitting complaints to the Board Grievance Committee. The form for submission is on the POA website. The Board will help to resolve complaints within a reasonable time frame and is authorized to impose fines for unresolved problems.
 9. The Ridges POA Enforcement Policy. After hearings for unresolved violations of the Ridges governing documents, the Board may declare complaints resolved, may assess fines to Ridges Property owners for violations of Declarations, Covenants, or Bylaws, or may assess service fees if the Board had to resolve the problem(s).
- ## Bylaws Changes
10. Rotation and Staffing of POA Board. It is intended that Ridges POA Board members will serve 3 years with 2-3 board members rotating off the Board each year to be replaced by newly elected Board members.

POA Board Policy - Mailboxes Existing restriction - 6.02 (b) (viii)

Mailboxes. All mailboxes shall conform to the standard plans and specifications adopted by the Architectural Control Committee.

Policy Clarification - The homeowner has the responsibility for routine maintenance and repairs on their individual mailbox. The Ridges POA may provide, but is not obligated to, periodic repainting of mailboxes.

POA Board Policy - Fences

Existing restriction - 6.02 (b) (x)

Fences. All fences, which term shall be deemed to include rock, stone, or brick walls, must be approved by the Architectural Control Committee. No wire or chain link fences will be approved. Privacy fences adjacent and connected to, and extending no more than four feet (4') beyond the sides of the house, such as to enclose a patio or hot tub or spa area, may be approved if it is constructed of the same materials as the house, or complementary materials which are suitable for exterior materials for a house, pursuant to Section 6.02(b)(i) above. Fences within 5' of the Golfer's easement described in Section 8.03 and essentially parallel to the rear lot line of lots adjoining the golf course shall be no higher than three (3) feet.

Policy Clarification - All fences, no matter what materials they are made of must be approved by the Architectural Control Committee.

POA Board Policy - Nuisances

Existing restriction - 7.05

NUISANCES. No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

Policy Clarification - Neighborhood is interpreted to mean one or more neighbors in our Ridges subdivision. Dog barking, loud vehicle sounds (such as unmuffled motorcycles, three-wheel or four-wheel vehicles) on a lot or on the subdivision streets, or loud music may qualify as noise nuisances depending upon loudness, frequency, and controllability.

Fireworks are also considered a noise nuisance and we remind residents that it is also prohibited to discharge fireworks inside the city limits which includes the entire Ridges Subdivision. The POA Board wants to emphasize that we do not support the use of fireworks and recommend that homeowners call the police to report violations. All noise complaints reported to the Ridges POA Board will be individually considered for sanctions by the POA Board.

The use of fireworks in Johnson City is against the law. The POA Board's policy is that the display of fireworks is unlawful in the Ridges subdivision and is not acceptable. The use of fireworks is a fire and personal injury hazard. Any lot owner, occupant, guest, invitee, or leasee who is reported or observed shooting off fireworks, and does not

have both a valid permit from the City of Johnson City and evidence of liability insurance for both personal injury and fire, will be immediately subjected to a fine of \$50 for each individual fireworks discharged/ ignited, not to exceed \$250 per 24 hours for the first violation and \$500 per 24 hours for a second violation.

POA Board Policy - Signs

Existing restriction -

7.07 SIGNS. No signs of any kind shall be displayed to the public view on any lot except professionally lettered builder's or real estate broker's signs in good taste not exceeding 24" x 30" in size.

Policy Clarification -

- a. Flags and banners are considered the same as signs with the exception that flags of the United States of America and the State of Tennessee may be displayed.
- b. Builder's or real estate broker's signs need to be removed within 3 days after construction is completed or the property is sold.
- c. By the law TN Code § 2-7-143 (2019), Tennessee Freedom of Speech Act, property owners are allowed to display political signs within the window of sixty (60) days before a general election until the day after the general election. However, by that law, the POA may restrict the display to one sign on the property per candidate or issue, placement of the sign on the property, and size of the sign.

Our policy is that property owners may display no more than one sign or flag no greater than 5 square feet in area per candidate or issue and placement of the sign or flag must be no further than 6 feet from the dwelling building.

- d. Signs recognizing special events (e.g., graduations, birthdays, anniversaries, births, or promoting team spirit) are not allowed. Such displayed signs should be reported to the Ridges Board, and should the Board direct an owner to remove a sign or decorations, failure to do so shall constitute a separate violation of restricted activities and subject to a \$50 a day fine for as long as the sign or decorations remain in place.
- e. Company signs advertising painting, remodeling, roofing, plumbing, electrical repairs, and similar services are not allowed to be displayed on a property. Owners are reminded to instruct companies they hire that those signs are not allowed. Such signs are also subject to a \$50 a day fine for as long as the sign remains in place.

POA Board Policy - Garbage and Refuse Disposal

Existing restriction -

7.09 GARBAGE AND REFUSE DISPOSAL. No Lot shall be used or maintained as a dumping ground for rubbish. Trash, garbage, or other waste shall not be kept except in sanitary containers. All equipment for the storage or disposal of such material shall be

kept in a clean and sanitary condition and shall be concealed underground or screened by a fence, hedge, or wall from the view of neighbors or the public.

Policy Clarification-Trash receptacles provided by the City of Johnson City should be well kept and placed curbside in an unobtrusive location no earlier than the day before the pickup day and the empty receptacle(s) should be retrieved and put away from view by the end of the pickup day according to Johnson City Ordinance. It is a usual practice that neighbors often assist when the owner is out of town. Recurrent failure to remove trash cans from the street within 24 hours may be viewed as a fineable restriction violation.

POA Board Policy - Other Prohibited or Restricted Activities

Existing restriction -

7.10 (b) UNLICENSED VEHICLES. No currently unlicensed vehicle may be kept on any Lot.

Moreover, no Lot owner shall permit any motor vehicles (operable or inoperable) owned by such landowner, or by any person occupying a dwelling, or by any person on the premises as guest or invitee, to remain parked on the public streets in the subdivision for more than 48 continuous hours.

Policy Clarification - Unlicensed vehicles include 3 and 4-wheel vehicles used as "off-road" or utility vehicles and trailers of any type. Golf carts and lawn maintenance equipment which is being utilized solely to maintain the lawn and landscaping are not considered unlicensed vehicles.

In addition to not keeping such vehicles on a lot, no motorized vehicles, licensed or unlicensed, i.e., motorcycles, three-wheel or four-wheel vehicles, or similar vehicles shall be ridden for sport and recreation on any lot, whether that lot includes a house or not, or any nonpaved/non-concrete surface of any lot or open area.

"On the lot" is interpreted by the POA Board to only include lots that are not considered "under construction" which have been fully approved for such construction by the architectural control committee.

While no vehicles may remain parked on the public street for more than 48 hours, Vehicles that are recurrently parked on the street each night or each day for more than 2 days in a row are also not allowed. All residents' vehicles should be parked overnight in the garage or driveway rather than on the street.

Also

Existing restriction -

7.10 (e) NO MOBILE HOMES, ETC. No mobile home or house trailer may be stored or kept on any Lot. No boat, jet ski, motor home, trailer, motorcycle, automotive parts, building materials, garden or lawn equipment, or other items determined by the

Architectural Control Committee to be “unsightly”, may be kept on any Lot except in a garage.

Policy Clarification - “On the lot” is interpreted by the POA Board to also include remaining in a driveway alone or on a licensed or unlicensed trailer, hitched or unhitched, to a licensed vehicle. “Stored or kept” is interpreted to mean >72 hours, so that a visitor to a residence with a motor home or trailer in tow, for example, would not represent a violation.

POA Board Policy - Sight Distance at Intersections (usually due to vegetation growth)
Existing restriction -

7.13 SIGHT DISTANCE AT INTERSECTIONS: On corner lots adjoining two streets, no fence, wall, hedge, planting, or opaque structure exceeding a height of two and one-half (2 1/2) feet above the elevation of the centerline at the intersection of the streets shall be erected, placed, or maintained within the triangular area formed by the Lot lines at points that are forty (40) feet distant from the intersection of such Lot lines. In the cases of a rounded corner at intersection streets, such measures shall be made from the point of intersection of the tangents of the curve constituting the rounded corner.

Policy Clarification

a. SIDEWALKS: All sidewalks must be kept clear of planted vegetation or cut vegetation within six inches outside of the vertical edge of the sidewalk to a height of eight feet to allow walkers and other users of the sidewalk to easily pass

b. STREETS: All tree limbs overhanging streets that are less than 10 feet above the level of the street should be removed to avoid a hindrance to delivery trucks or other vehicles that have a need to park on the street while in service of an individual residence

c. PLACEMENT OF LIMBS, CUTTINGS, AND LEAVES: The City of Johnson City is not obligated to pick up limbs, cuttings, and leaves that are performed by a commercial operation and not by the homeowner. Commercial operations must haul away their waste as part of the agreement with the homeowner. Limbs, cuttings, and leaves left curbside by the homeowner should be in the least intrusive spot. Curbside is defined by the City of Johnson City as land up to the curb only, not on the street. The city is not required to pick up items left on the street.

Commercial operation services hired by a homeowner or occupant are expected to instruct those businesses or individuals in hauling off the debris resulting from their services.

POA Board Policy - Homeowner Complaints

In the event a homeowner has observed a violation of the Governing Documents and wishes to file a complaint, the homeowner may submit a complaint (grievance) in writing to the Board.

- A. Complaints must be signed and dated and include a description of the violation and the date or dates if known along with any images if applicable.
- B. The appropriate Board Committee, Grievance or Landscaping, or in some cases, members of the Board, will review the details. After discussion with the person(s) filing the complaint, that committee or Board member will attempt to resolve the problem.
- C. If the problem cannot be resolved within a reasonable timeframe, that committee or Board member will make a recommendation to the POA Board in its entirety.
- D. The Board will then contact the homeowner alleged to have violated the rules and make a reasonable effort to have the violation remedied voluntarily.
- E. Except in an emergency or in cases of noncontinuous, intermittent, or recurrent violations such as noise disturbances, cars parked on streets, and trees cut down without authorization as examples, the respondent has fifteen days after being notified of the complaint to cure the violation.
- F. If reasonable efforts to gain compliance are unsuccessful, the respondent may be subject to enforcement assessments in accordance with the provisions of The Ridges POA Enforcement Policy.

POA Board Policy - The Ridges POA Enforcement Policy

To apply fair and equitable procedures for rule enforcement, the Ridges POA will follow an enforcement policy. A. The Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration of Restrictions, Easements, Covenants, Conditions, Assessments and Liens or Bylaws (Governing Documents) as the Board in its discretion may determine. The entire cost of legal remedies to gain compliance, including court costs and attorneys' fees, will be assessed to the responsible homeowner's account.

- B. Homeowners are responsible for any violation of the Governing Documents by themselves, their guests or invitees, occupants, or lessees.
- C. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removals will be charged to the responsible homeowner's account.
- D. Prior to imposing an enforcement assessment for a violation, the following procedure will be followed:
 - 1. Written notice(s) will be served upon the alleged responsible homeowner (respondent) specifying:
 - a. A description of the property damage or violation; and
 - b. The amount of the proposed fine or charge (or, if unknown, a reasonable estimate of the proposed fine or charge) or enforceable assessment; and

c. A statement that the respondent may request a hearing before the Board to contest the

proposed charge or enforcement assessment; and

d A reasonable date, if applicable, by which the respondent must cure the violation to avoid the proposed charge or assessment.

2. To request a hearing, the respondent must mail or deliver a written "Request for Hearing" notice,

which must be received by the Board not later than the tenth day after receiving the notice required

by D(l) above.

3. If a respondent requests a hearing, at least seven days prior to such a hearing the Board will provide

the respondent with a written notice that includes the date, time, and location of the hearing. If the respondent fails to make a request for a hearing in time, the right to that hearing is waived, and the enforcement assessment will be immediately imposed.

4. At the hearing, the Board and the respondent have the right to present evidence.

This hearing will be held in Executive Session. Proof of hearing, evidence of written notice to the respondent to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within thirty calendar days of the hearing, the respondent will be sent written notice of the Board's decision.

5. The Board may file a lien for any enforcement assessment that remains unpaid for more than ten days.

6. The Board may:

a. Levy an enforcement assessment for damages and/or cleaning of the elements or other

property, or

b. Levy an enforcement assessment per occurrence or if the violation is continuous and ongoing

in nature, levy an enforcement assessment per day, or

c. Levy an enforcement assessment for the approximate cost to physically remove the violation

which may include a service fee of 50% of the expense if the Board has to contract the work.

POA Board Policy - Amount of fines to be levied for Board-ruled violations Existing Restrictions in the Covenants and Declarations

9.01 ENFORCEMENT. The Association, or any Lot or Unit Owner, or the Developer shall have the right to enforce, by any proceeding at law or in equity, including injunctive relief, all restrictions, easements, covenants, conditions, assessments, and

liens now or hereafter imposed by the provisions of this Declaration, including the right to levy fines of up to \$50.00 per occurrence (each day's violation being considered a separate occurrence) for each violation. Failure by the Association, the Developer, or any Lot or Unit Owner to enforce any restriction, easement, covenant, condition, assessment, and lien herein contained shall in no event be deemed a waiver of the right to do so thereafter.

Policy Clarification

1. For continuous violations, such as landscaping blocking intersection view, disheveled lots not cleaned up, vegetation impairing throughways on sidewalks or streets, vehicles continuously parked on the street, trailers or other vehicles parked on lots, signs or unauthorized flags, banners, or decorations on display in yards, as examples, but not inclusive, the fine is \$50 a day until the violation is resolved.
2. For one-time or intermittent violations such as noise disturbances, barking dogs, dogs off leashes, loud music, setting off one fireworks item, recurrent parking on the street overnight longer than 48 hours, as examples, but not inclusive, each instance carries a fine of \$50.

Policies that clarify and further define some of the Procedural Issues Raised by the Bylaws

POA Board Policy - Rotation and Staffing of POA Board

The Ridges POA board will have seven Board members.

Starting with the February 2021 Ridges POA election, all newly elected board members will generally serve a 3-year term. The board will have the option to extend a board member's term to four years when the situation requires and is agreed to by the Board member. After serving their term, every Board member must sit out at least one year before seeking reelection and returning to the Board.

Each year, it is intended that 2 - 3 Board members will rotate off the Board to allow for fresh perspectives while assuring continuity, but that the President and Treasurer do not rotate off the Board in the same year, nor more than two officers in the same year if possible. Since there may be Board members who cannot serve a full three-year term because of personal reasons or moving out of The Ridges, the Board will adjust the rotations off of the Board each year depending upon circumstances and can extend a board member's term if needed. The Board will assess the staffing needs by mid-year with the election in February, so as to assign a new Board member to apprentice with an officer who is rotating off the Board.

1. sounds, loud music, and fireworks may be considered noise nuisances
2. Certain signs and flags are allowed in addition to builder's or real estate broker's signs.

3. Trash receptacles left on the street after trash pickup day should be put away by the end of the trash pickup day.
4. No motorized vehicles shall be ridden for sport and recreation on any lot.
5. Neither vegetation growth nor prunings are allowed to block the line of sight at intersections. They may not encroach upon sidewalks which may block walkers and other sidewalk users to easily pass.
6. Rotation and Staffing of POA Board. It is intended that Ridges POA Board members will serve 3 years with 2-3 board members rotating off the Board each year to be replaced by newly elected Board members.
7. Homeowner Complaints. A mechanism has been established for submitting complaints to the Board Grievance Committee. The form for submission is on the POA web site. The Board will help to resolve complaints within a reasonable time frame and is authorized to impose fines for unresolved problems.
8. The Ridges POA Enforcement Policy. After hearings for unresolved violations of the Ridges governing documents, the Board may declare complaints resolved, may assess fines to Ridges Property owners for violations of Declarations, Covenants, or Bylaws, or may assess service fees if the Board had to resolve the problem(s).

POA Board Policy - Mailboxes

Existing restriction - 6.02 (b) (viii)

Mailboxes. All mailboxes shall conform to the standard plans and specifications adopted by the Architectural Control Committee.

Policy Clarification - The homeowner has the responsibility for routine maintenance and repairs on their individual mailbox. The Ridges POA may provide, but is not obligated to, periodic repainting of mailboxes.

POA Board Policy - Fences

Existing restriction - 6.02 (b) (x)

Fences. All fences, which term shall be deemed to include rock, stone, or brick walls, must be approved by the Architectural Control Committee. No wire or chain link fences will be approved. Privacy fences adjacent and connected to, and extending no more than four feet (4') beyond the sides of the house, such as to enclose a patio or hot tub or spa area, may be approved if it is constructed of the same materials as the house, or complementary materials which are suitable for exterior materials for a house, pursuant to Section 6.02(b)(i) above. Fences within 5' of the Golfer's easement described in Section 8.03 and essentially parallel to the rear lot line of lots adjoining the golf course shall be no higher than three (3) feet.

Policy Clarification - All fences, no matter what materials they are made of must be approved by the architectural committee.

POA Board Policy - Nuisances

Existing restriction - 7.05

NUISANCES. No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

Policy Clarification - Neighborhood is interpreted to mean one or more neighbors. Dog barking, loud vehicle sounds (such as unmuffled motorcycles, three-wheel or four-wheel vehicles) on a lot or on the subdivision streets, or loud music may qualify as noise nuisances depending upon loudness, frequency, and controllability. Fireworks are also considered a noise nuisance and we remind residents that it is also prohibited to discharge fireworks inside the city limits which includes the entire Ridges Subdivision. The POA Board wants to emphasize that we do not support the use of fireworks and recommend that homeowners call the police to report violations. All noise complaints will be individually considered for sanctions by the POA Board.

The use of fireworks in Johnson City is against the law. The POA Board's policy is that the display of fireworks is unlawful in the Ridges subdivision and is not acceptable. The use of fireworks is a fire and personal injury hazard. Any lot owner who is reported or observed by 2 or more neighbors shooting off fireworks, and does not have both a valid permit from the City of Johnson City and evidence of liability insurance for both personal injury and fire, will be immediately subjected to a fine of \$250 for the first violation and \$500 for each violation thereafter.

POA Board Policy - Signs

Existing restriction -

7.07 *SIGNS*. No signs of any kind shall be displayed to the public view on any lot except professionally lettered builder's or real estate broker's signs in good taste not exceeding 24" x 30" in size.

Policy Clarification -

- a. Flags are considered the same as signs with the exception that flags of the United States of America and State of Tennessee may be displayed.
- b. builder's or real estate broker's signs need to be removed within 3 days after construction is completed or the property is sold.
- c. Security signs provided by the monitoring company, not to exceed 12" X 12" are allowed. A homeowner can display a maximum of two small security signs, one in the front yard and one in the backyard within 6 feet adjacent to the house.
- d. Signs recognizing special events (e.g., graduations, birthdays, anniversaries, births) can be displayed for a period not exceeding three days.
- e. Signs promoting team spirit can be displayed the day before the event, the day of the event, and the day after the event is held.
- f. By the law TN Code § 2-7-143 (2019), Tennessee Freedom of Speech Act, property owners are allowed to display political signs within the window of sixty (60) days before a general election until the day after the general election. However, by that law, the POA may restrict the display to one sign on the property per candidate or issue, placement of the sign on the property, and size of the sign. Our policy is that property owners may display no more than one sign or flag per candidate or issue and no greater than 4 square feet in area. Placement of the sign or flag must be no further than 6 feet from the house.

POA Board Policy - Garbage and refuse disposal

Existing restriction -

7.09 *GARBAGE AND REFUSE DISPOSAL*. No Lot shall be used or maintained as a dumping ground for rubbish. Trash, garbage, or other waste shall not be kept except in sanitary containers. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition and shall be concealed underground or screened by a fence, hedge, or wall from the view of neighbors or the public.

Policy Clarification - Trash receptacles provided by the City of Johnson City should be well kept and placed curbside in an unobtrusive location no earlier than the day before the pickup day and the empty receptacle(s) should be retrieved and put away from view by the end of the pickup day. It is a usual practice that neighbors often assist when the owner is out of town.

POA Board Policy - Other prohibited or restricted Activities

Existing restriction -

7.10 (b) *UNLICENSED VEHICLES*. No currently unlicensed vehicle may be kept on any Lot. Moreover, no Lot owner shall permit any motor vehicles (operable or inoperable) owned by such landowner, or by any person occupying a dwelling, or by any person on the premises as guest or invitee, to remain parked on the public streets in the subdivision for more than 48 continuous hours.

Policy Clarification - Unlicensed vehicles include 3 and 4 wheel vehicles used as “off-road” or utility vehicles and trailers of any type. Golf carts are not considered unlicensed vehicles. In addition to not keeping such vehicles on a lot, no motorized vehicles, licensed or unlicensed, i.e., motorcycles, three-wheel or four-wheel vehicles, or similar vehicles shall be ridden for sport and recreation on any lot, whether that lot includes a house or not.

“On the lot” is interpreted by the POA Board to only include lots that are not considered “under construction” and have been fully approved for such construction by the architectural committee.

Also

7.10 (e) *NO MOBILE HOMES, ETC*. No mobile home or house trailer may be stored or kept on any Lot. No boat, jet ski, motor home, trailer, motorcycle, automotive parts, building materials, garden or lawn equipment, or other items determined by the Architectural Control Committee to be “unsightly”, may be kept on any Lot except in a garage.

Policy Clarification - “On the lot” is interpreted by the POA Board to also include remaining in a driveway alone or on a licensed or unlicensed trailer, hitched or unhitched, to a licensed vehicle.

“Stored or kept” is interpreted to mean >72 hours, so that a visitor to a residence with a motor home or trailer in tow, for example, would not represent a violation.

POA Board Policy - Sight Distance at Intersections (usually due to vegetation growth)

Existing restriction -

7.13 *SIGHT DISTANCE AT INTERSECTIONS*: On corner Lots adjoining two streets, no fence, wall, hedge, planting, or opaque structure exceeding a height of two and one-half (2 ½) feet above the elevation of the centerline at the intersection of the streets shall be erected, placed, or maintained within the triangular area formed by the Lot lines at points that are forty (40) feet distant from the intersection of such Lot lines. In the cases of a rounded corner at intersection streets, such measurement shall be made from the point of intersection of the tangents of the curve constituting the rounded corner.

Policy Clarification

- a. *SIDEWALKS*: All sidewalks must be kept clear of planted vegetation or cut vegetation within six inches outside of the vertical edge of the sidewalk to a height of eight feet to allow walkers and other users of the sidewalk to easily pass

- b. *PLACEMENT OF LIMBS, CUTTINGS, AND LEAVES*: The City of Johnson City is not obligated to pick up limbs, cuttings, and leaves that are performed by a commercial operation and not by the homeowner. Commercial operations must haul away their waste as part of the agreement with the homeowner. Limbs, cuttings, and leaves left curbside by the homeowner should be in the least intrusive spot. Curbside is defined by the City of Johnson City as land up to the curb only, not on the street. The city is not required to pick up items left on the street.

Policies that clarify and further define some of the Procedural Issues Raised by the Bylaws and in General

POA Board Policy - Rotation and Staffing of POA Board

The Ridges POA board will have seven Board members.

Starting with the February 2021 Ridges POA election, all newly elected board members will generally serve a 3-year term. The board will have the option to extend a board member's term to four years when the situation requires and is agreed to by the Board member. After serving their term, every Board member must sit out at least one year before seeking reelection and returning to the Board.

Each year, it is intended that 2 - 3 Board members will rotate off the Board to allow for fresh perspectives while assuring continuity, but that the President and Treasurer do not rotate off the Board in the same year, nor more than two officers in the same year if possible. Since there may be Board members who cannot serve a full three-year term because of personal reasons or moving out of The Ridges, the Board will adjust the rotations off of the Board each year depending upon circumstances and can extend a board member's term if needed. The Board will assess the staffing needs by mid-year with the election in February, so as to assign a returning Board member to apprentice with an officer who is rotating off the Board.

POA Board Policy - Homeowner Complaints

In the event a homeowner has observed a violation of the Governing Documents and wishes to file a complaint, the homeowner may submit a complaint (grievance) in writing to the Board.

- A. Complaints must be signed and dated and include a description of the violation and the date or dates if known along with any images if applicable.
- B. The appropriate Board Committee, Grievance or Landscaping, or in some cases, members of the Board, will review the details. After discussion with the person(s) filing the complaint, that committee or Board member will attempt to resolve the problem.
- C. If the problem cannot be resolved within a reasonable timeframe, that committee or Board member will make a recommendation to the POA Board in its entirety.
- D. The Board will then contact the homeowner alleged to have violated the rules and make a reasonable effort to have the violation remedied voluntarily.
- E. Except in an emergency, the respondent has fifteen days after being notified of the complaint to cure the violation.
- F. If reasonable efforts to gain compliance are unsuccessful, the respondent may be subject to enforcement assessments in accordance with the provisions of
- G.
- H.
- I.
- J.
- K. **The Ridges POA Enforcement Policy**

POA Board Policy - The Ridges POA Enforcement Policy

To apply fair and equitable procedures for rule enforcement, the Ridges POA will follow an enforcement policy.

- A. The Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration of Restrictions, Easements, Covenants, Conditions, Assessments and Liens or Bylaws (Governing Documents) as the Board in its discretion may determine. The entire cost of legal remedies to gain compliance, including court costs and attorneys' fees, will be assessed to the responsible homeowner's account.
- B. Homeowners are responsible for any violation of the Governing Documents by themselves, their guests, occupants, or lessees.
- C. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removals will be charged to the responsible homeowner's account.
- D. Prior to imposing an enforcement assessment for a violation, the following procedure will be followed:
 1. Written notice(s) will be served upon the alleged responsible homeowner (respondent) specifying:
 - a. A description of the property damage or violation; and
 - b. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforceable assessment; and
 - c. A statement that the respondent may request a hearing before the Board to contest the proposed charge or enforcement assessment; and
 - d. A reasonable date, if applicable, by which the respondent must cure the violation to avoid the proposed charge or assessment.
 2. To request a hearing, the respondent must mail or deliver a written "Request for Hearing" notice, which must be received by the Board not later than the tenth day after receiving the notice required by D(1) above.
 3. If a respondent requests a hearing, at least seven days prior to such a hearing the Board will provide the respondent with a written notice that includes the date, time, and location of the hearing. If the respondent fails to make a request for a hearing in time, the right to that hearing is waived, and the enforcement assessment will be immediately imposed.
 4. At the hearing, the Board and the respondent have the right to present evidence. This hearing will be held in Executive Session. Proof of hearing, evidence of written notice to the respondent to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within thirty calendar days of the hearing, the respondent will be sent written notice of the Board's decision.
 5. The Board may file a lien for any enforcement assessment that remains unpaid for more than ten days.
 6. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.
 7. The Board may:
 - a. Levy an enforcement assessment for damages and/or cleaning of the elements or other property, or
 - b. Levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day, or
 - c. Levy an enforcement assessment for the approximate cost to physically remove the violation which may include a service fee of 50% of the expense if the Board has to contract the work.