Should a period of time of at least ninety (90) calendar days lapse between violation letters of the same offense, the next letter will be a first notice again.

Schedule of Penalties

Violation	Initial Penalty	Second Penalty	Additional Penalties
Architectural Change Without Approval	$100	$250	$500
All other violations	$25	$50	$100

Architectural Change Without Approval

Changes to the property without the required approval by the Architectural Committee will result in a violation letter demanding that the owner submit an Architectural Request Form with the changes made within twenty one (21) days of the date of the violation letter. Non-compliance will result in penalties as listed under Schedule of Penalties.

Exception to Notice Procedure and Policies

Violations damaging properties and/or Association common areas or posing a threat to the health, safety, and welfare of the community as a whole or any one or more other owners may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests; threat of flood or fire damage to neighboring properties; an escaped pet; or a collapsed structure. The board may impose a greater fine in regard to the above exceptions.

Right of Self-Help

The Association has the right (but not the obligation) to enter the owner's property and to provide all maintenance and repairs that are necessary to remove the violation. Entry by the Association and any of its agents is not an actionable trespass. The Association may assess the Owner for the costs of all maintenance and repairs performed by the Association.

Attorneys

Notwithstanding anything to the contrary herein, the board shall have the right, in its sole discretion, to forward any matter to its attorneys for legal intervention.

Opportunity to be Heard

The Association recognizes each owner's right to explain the reasons why there is a violation of the CC&R's or the other Project Documents, particularly if the violation results in an assessment. Before any fee is assessed, an owner has the opportunity to request a hearing before the Board of Directors. The owner must provide a written request for a hearing within fourteen (14) calendar days.

_____

For Keystone Owners Association

_____

Date