



**PROPERTY MANAGEMENT  
OF LONGMONT**

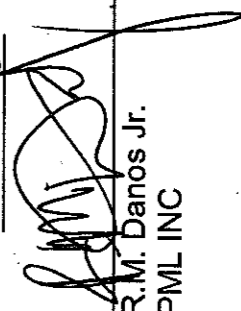
715 Main Street  
Longmont, CO 80501-4920  
(303) 772-3783 Fax  
(303) 772-5934

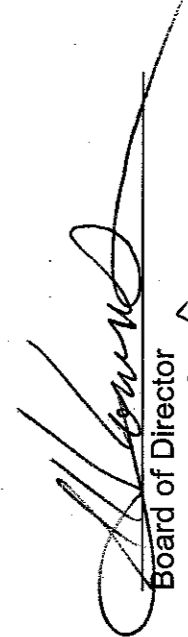
**Wolf Creek Owners Association**  
**Violation Policies and Procedures**

Revised 8/2008

1. Courtesy Letter is sent to owner of the property identifying the violation and giving them ~~15~~ <sup>10</sup> days to correct the violation.
2. If the violation has not been corrected by the owner by the end of the ~~14~~ <sup>10</sup> days the Fine Warning Letter will be sent to the homeowner giving them 14 days to comply with one of the three following options.
  - A.) Correct the violation listed.
  - B.) Submit a written dispute to PML that includes a reasonable explanation for the dispute.
  - C.) Contact PML to request a hearing. The owner must request a hearing or they waive their right to a hearing on this violation.
3. If the Owner does not comply with one of the three options listed in the Fine Warning Letter by the end of the 14 days the Fine Letter will be sent to the Owner informing them the fine of \$25.00 has been assessed and they have 30 days to correct the violation or the next fine will be assessed. The Fine Letter will continue being sent out as fines will accrue until the violation is corrected.
4. If the Owner submits a written dispute to PML, this written dispute will be forwarded to the Board of Directors to review. The Board will then direct PML as to the appropriate action to take regarding the violation.
5. If the Owner requests a hearing, PML will contact the Board of Directors to schedule a Hearing Meeting for this violation. The Hearing will be scheduled for immediately after the next regular Board of Directors Meeting. If the next regular Board of Directors Meeting is not within a reasonable period, the Hearing may be scheduled prior to the Board Meeting. Once the Hearing date is scheduled, the Hearing Letter will be sent to the Owner that will include the date, time and location of the meeting. If the Owner does not show up, or is over 10 minutes late for this meeting the Board will make a decision based in the information available. The Hearing Meetings will be a maximum of 15 minutes per hearing.
6. Once the Board of Directors has made a decision the Hearing Outcome Letter will be sent to the Owner informing them the results of the Hearing.
7. The Board of Directors at its discretion may at any time dismiss any and all actions regarding a property violation.

Date: 8-18-08

  
R.M. Danos Jr.  
PML INC

  
Board of Director  
Alan C. Flowers  
Print Name  
President, WCOA  
Title