

Copperfield Neighborhood Association  
Procedures  
12/14/2021

This policy document clarifies the manner in which the Board interprets and applies the DOR and By-Laws. The following procedures are intended to provide additional guidance and consistency between changing Boards..<sup>1</sup>

1. Notifications

Annual Dues

Notices for the payment of annual association dues will be sent during the first week of January of each year. Dues are due on February 1st of each year.

Residents who have not paid by February 14th will receive a second notice on February 15th, to be paid by March 1st. If payment isn't received by March 1st the resident will be deemed late and in violation.

DOR Violations

A resident found to be in violation of the Deed of Restrictions shall receive two written warnings. These will be two weeks apart with a description of the DOR violation and applicable section referenced. If the DOR violation has not been resolved within one week from the date of the second notice, or alternate arrangements have not been made with the CNA Board, the resident/property owner may be fined as described in Section 2 of this document.

2. Fines

Annual Dues

If a resident hasn't paid their annual dues by March 1st they will be subject to \$50(fifty) fine as expressed in Section 3.10 of the Copperfield By-Laws. This fine can be applied each month that the resident is late. If a resident contacts the Board and/or property management company a payment plan can be setup with approval by the Board.

If payment isn't received after 2 months a lien can be placed on the property. This lien can be updated with subsequent late fees. The resident will be liable for all filing fees. The burden of lien fees shall not be placed on the annual association fees paid by members in good standing.

DOR Violations

After the second notice, if the property owner is not in compliance with the DOR a \$50 fine can be applied. A notice will be mailed to the resident with the amount due enclosed.

If after 30 days the applicable fine has not been paid, a lien can be filed on the property. The resident will be liable for all filing fees. The burden of lien fees shall not be placed on the annual association fees paid by members in good standing.

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<sup>1</sup> Last updated 2/8/2022