

BRANDYWINE COMMONS HOMEOWNER'S ASSOCIATION  
 FINE PROCESS AND PENALTIES  
 ALL VIOLATIONS ARE SUBJECT TO FINES  
 AMENDED 2.11.26

Violation	Initial Notice (Courtesy Notice)	Second Notice (First Fine Notice)	Third Notice (Second Fine Notice)	Fourth Notice (Third Fine Notice)	Further Notices
Safety Related Violations Any violation of community rules that in the sole opinion of the Executive Board or their designee creates a safety hazard or that may result in a condition that endangers other residents of the community, or the general public will be subject to the following enforcement process.	Owner will be contacted by the management company via email, telephone or both and advised of the violation and request to correct same within 24 hours. Owner must notify management company in writing when the violation is cleared.	Failure to correct the violation within 24 hours of the initial notice will result in a fine of \$25 per day until the violation is corrected. Owner must notify management company in writing when the violation is cleared.	Failure to correct the violation and notify the management company within 48 hours of the initial notice may result in the HOA causing the violation to be corrected at the Owner's expense. Owner will be billed for any cost incurred by the HOA to correct the issue along with any accumulated fines and late fees.		
Non-Safety-related Violations will be subject to the following enforcement process.					
Aesthetics and Structure	Written request for compliance within fourteen (14) days. Homeowner must notify property management company within fourteen (14) days that issue has been corrected.	After 14 days pass, a Second Notice will be sent and a \$25.00 fine will be issued.	14 days from the Second Notice, a Third Notice will be sent to the owner and a \$50 fine will be issued.	14 days from the Third Notice, a Fourth Notice will be sent and a \$75.00 fine will be imposed. An additional \$5 per day may be imposed until the violation is corrected.	Brandywine Commons HOA reserves the right at any time after the FOURTH NOTICE to have the violation corrected at the Owner's expense. The cost of the contractor's repair work will be assessed to the owner's account. Unpaid violations will follow the delinquency path of monthly dues.
Exterior Modification (Architectural Changes)	Written request for compliance within fourteen (14) days. Homeowner must notify property management company within fourteen (14) days that issue has been corrected.	After 14 days pass, a Second Notice will be sent and a \$25.00 fine will be issued.	14 days from the Second Notice, a Third Notice will be sent to the owner and a \$50 fine will be issued.	14 days from the Third Notice, a Fourth Notice will be sent and a \$75.00 fine will be imposed. An additional \$5 per day may be imposed until the violation is corrected.	Brandywine Commons HOA reserves the right at any time after the FOURTH NOTICE to have the violation corrected at the Owner's expense. The cost of the contractor's repair work will be assessed to
Pets	Written request to pet owner for compliance and notice of consequences for subsequent violations. If damage occurs to the community area or another Owner's property, the Owner will be invoiced the cost of repair.	A \$25.00 fine will be imposed and the pet's owner will be invoiced for the cost of repair.	A \$35.00 fine and costs will be imposed		A \$45.00 fine will be imposed for each subsequent violation
Garbage	Written request for compliance within three (3) days. Failure to correct within three (3) days and notify property management company will result in a \$25.00 fine.	Failure to correct within three (3) days and notify property management company will result in a \$50.00 fine.			\$50.00 fine will be imposed for each subsequent violation

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<b>Vehicles, Traffic, and Parking</b>					
Motor Homes, Boats, Trailers, and other Prohibited Vehicles/Items	Written request for compliance within 7 days.	After seven (7) days, a fine of \$25.00 will be imposed and Municipality Police will be notified to tow; Owner will be billed. All damage resulting will be invoiced to the Owner.			
Vehicle Parking in Violation of these Rules	Written request for compliance within 7 days.	After seven (7) days, a fine of \$25.00 will be imposed and Municipality Police will be notified to tow; Owner will be billed. All damage resulting will be invoiced to the Owner.			
Stored/Unmoved Vehicle/Un-drivable	Written request for compliance within 7 days.	After seven (7) days, a fine of \$25.00 will be imposed and Municipality Police will be notified to tow; Owner will be billed. All damage resulting will be assessed to the Owner.			
Use Restrictions	Written request for compliance within fourteen (14) days. Homeowner must notify property management company within fourteen (14) days that issue has been corrected.	After 14 days pass, a Second Notice will be sent and a \$25.00 fine will be issued.	14 days from the Second Notice, a Third Notice will be sent to the owner and a \$50 fine will be issued.	14 days from the Third Notice, a Fourth Notice will be sent and a \$75.00 fine will be imposed. An additional \$5 per day may be imposed until the violation is corrected.	Brandywine Commons HOA reserves the right at any time after the FOURTH NOTICE to have the violation corrected at the Owner's expense. The cost of the contractor's repair work will be assessed to the owner's account. Unpaid violations will follow the delinquency path of monthly dues.
Prohibited Conditions	Written request for compliance within fourteen (14) days. Homeowner must notify property management company within fourteen (14) days that issue has been corrected.	After 14 days pass, a Second Notice will be sent and a \$25.00 fine will be issued.	14 days from the Second Notice, a Third Notice will be sent to the owner and a \$50 fine will be issued.	14 days from the Third Notice, a Fourth Notice will be sent and a \$75.00 fine will be imposed. An additional \$5 per day may be imposed until the violation is corrected.	Brandywine Commons HOA reserves the right at any time after the FOURTH NOTICE to have the violation corrected at the Owner's expense. The cost of the contractor's repair work will be assessed to the owner's account.
Leasing	Written request for a copy of the current lease and Tenant contact information to be provided within thirty (30) days.	After 30 days pass, a Second Notice will be sent and a \$25.00 fine will be issued.	14 days from the Second Notice, a Third Notice will be sent and a \$50.00 fine will be issued.		A fine of \$100.00 per month until the documents are received.