

**STONEY GLEN WEST ASSOCIATION  
PROCESS FOR ENFORCING RULES AND COVENANT VIOLATIONS**

- Detection of Violations
  - a. Periodic Physical Inspections by the Board
  - b. Owner Complaints
    - i. Must be in writing
    - ii. Complaints must contain an accurate description and specific details of the time and place of the alleged violation
    - iii. Confirmation of the violation from one or more additional parties (can be the Board) must accompany the complaint
    - iv. Observation by Management or Board leaders
  
- Processing of Violations
  - a. Notice of Alleged Violation
    - i. Notice must restate the rule, the violation, the possible penalty and request specific action by the owner by a specific date
    - ii. Notice must request voluntary compliance
    - iii. Notice must state what action may be taken if the violation is not corrected within the time frame as stated in the Notice
    - iv. Notice must provide the Owner the opportunity to appear before the Board to offer a defense against the charge
  - b. Hearing on the Violation
    - i. If requested in writing by the Owner, the Board holds a hearing to consider the evidence and to allow the Owner to offer a defense
    - ii. Notice of the hearing must be sent at least 14 days prior to hearing date
    - iii. Notice of the Board's decision after the violation hearing shall be delivered to the Owner within 7 business days of the hearing by hand delivery or certified mail.
  
- Enforcement by Non-Judicial Means
  - a. Imposition of Monetary Charges
    - i. \$50.00 for a single violation
    - ii. \$10.00 per day for a continuing violation
    - iii. Cap of \$900.00
  - b. Suspension of Privileges
    - i. Suspend privileges such as use of community parking, pool, tennis courts, voting, parks, etc.
  
- Enforcement by Judicial Means
  - a. Temporary Restraining Order
  - b. Injunction
  - c. Any other relief according to the Association's Governing Documents and Virginia Law

Approved by the Stoney Glen West Association Board on November 29, 2006

Stoney Glen West Association  
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