

## COVENANT ENFORCEMENT PROCEDURE

Adopted by the Vista Lakes Board of Directors on January 13, 2011

Under authority of the association documents and the Board of Directors the following Covenant Enforcement Policy shall be in effect for Vista Lakes Community Association. The Board of Directors may suspend and/or fine those that are not in compliance. The association's management company shall administer this policy.

1. The association manager completes an inspection and identifies a covenant violation. When the violation is identified, the association manager will send a "Friendly Reminder" that requests the property be brought into compliance within the time frame stated in the governing documents such as, but not limited to:
  - Lawn Maintenance- 7 Days/7 Days 2<sup>nd</sup> Notice/Self Help if Approved By Board
  - Miscellaneous Violation- 30 Days
  - Re-Sod Request- 60 DaysThe owner's account will be annotated with a code that equates to the violation. (See Exhibit A)
2. If the home is suspected to be in foreclosure or unoccupied, the association manager will notify the Board. The Board will determine if "self help" should be implemented by utilizing a contracted company to maintain the property or removing the structure that is causing the violation. The cost of self help will be assessed to the account. These accounts will be annotated as "SLF".
3. A second inspection will be conducted by the association manager based on time frame indicated by friendly notice. If the violation has not been corrected within that indicated time frame, a second letter will be sent to the owner giving an additional 30 days to correct violation.
4. A third inspection will be conducted by the association manager based on time frame indicated in second notice. If the violation has not been corrected, a final notice will be sent to the owner that states that the owner must take corrective action or contact the association's management company within 7 days or legal action will be taken.
5. If the association manager is not contacted within 7 days, a fourth inspection will be conducted by the association manager within 10 days from the date of the final notice. If the violation is still present, the owner's account will be annotated as "BOD".
6. The association manager will provide a general violation report to the Board on a monthly basis that indicates each violation, process, and resolution. The association manager will also provide a requested action report that includes each "BOD" annotated account. This report will include pictures of each violation, letter histories, balance information, and management recommendation. The Board will determine if attorney action is required based on each account.
7. If the Board determines that legal action is required, the account will be annotated "ATY". The association manager will send a packet to the attorney that includes a copy of the letters and a picture of the violation. The owner will be charged an attorney fee directly from the attorney, if the fee is not paid to the attorney, the attorney will charge the association and the owner's account will be assessed. The attorney will send an initial demand letter requesting compliance within a certain timeframe based on state law. In some cases, a second letter from the attorney will be required to answer any complaints or misunderstanding of the documents in order to resolve the violation.
8. If the association manager confirms that the violation still exists after the time frame indicated in the initial attorney demand letter, the attorney will provide a report to the association manager discussing recommendation for further action. The association manager will provide this report to the Board. The Board will decide if the association would like to file a Petition for Mediation with the Florida Department of Business and Professional Regulation. The cost of the mediation will be split among the association and the owner.

9. If mediation does not correct the violation, the Board will need to decide if the attorney should file a lawsuit in order to resolve the violation.

Pursuant to Florida law, the homeowner is ultimately responsible for maintaining their property and adhering to the association's governing documents.

The above procedure and timeframes are intended to be a guideline and all actions are subject to administrative and processing delays. However, any deviation from this policy shall not constitute a waiver of any rights or remedies of the association.

APPROVED

Run Date: 12/20/2010  
 Run Time: 11:22 am

Vista Lakes Community Assn.  
 CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>ARB</b>	<i>Description:</i> Architectural Control			
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Architectural Control-No building, fence, wall, antennas, pools, screened enclosures or other structures, or landscaping alterations or addition, shall be commended, erected or maintained upon any Living Unit, nor shall any exterior addition to, change or alteration, including the change of the existing...unless approved in writing by the Board of Directors or the ARC.

<b>ATY</b>	<i>Description:</i> Attorney action			
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Article:

<b>BBH</b>	<i>Description:</i> Basketball Hoops			
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1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Declaration-Exhibit C - Recreation Equipment - Recreation equipment, such as ... basketball poles, portable basket ball stations, etc shall not be placed in front or side yards or driveways of houses.

<b>BBQ</b>	<i>Description:</i> Barbecue Grills			
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1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs-page 5: Barbecue Grills are allowed in the front yard but must be removed by the end of that day or use.

<b>BK</b>	<i>Description:</i> Hold for Bankruptcy			
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Article:

<b>BOD</b>	<i>Description:</i> Hold for Board action			
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Article:

**Vista Lakes Community Assn.**  
**CCR Codes Report**

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>BUS</b> Description: In-Home Business				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs page 6--All property designated as a Living Unit shall be used, improved and devoted exclusively to single-family residential use. No business, professional or trade of any type...shall be conducted on any portion of the Property...

<b>CAS</b> Description: Casualty				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Casualty-In the even any dwelling shall be partially destroyed...the Owner shall, with diligence, after any such loss take the necessary measures to restore the dwelling unit...

<b>CLN</b> Description: Clothesline				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs- page 7 Outdoor Clothes Drying-Outdoor clothes drying activities are herby prohibited and no such activities shall be conducted on any portion of any Living Unit or in the Common Area.

<b>DWS</b> Description: Driveway Stains				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Maintenance of Living Units and Lots-Each Living Unit shall be maintained by each respective Owner in good order...

<b>FEN</b> Description: Fences				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

ARC guidelines - page 5 Fences-No fences may be installed on any Lot in the Property except those fences installed as part of the original construction... unless approved in writing...

**Vista Lakes Community Assn.**  
**CCR Codes Report**

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>FRT</b> <i>Description:</i> Lawns requires fertilization and watering				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs pg 11: Landscaping-all landscaped areas...shall be maintained in a live, healthy and growing condition, properly watered, trimmed and fertilized. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound healthy plant materials.

<b>HCS</b> <i>Description:</i> Hurricane Shutters				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Declaration -Exhibit C - Shutters: no hurricane shutters shall be installed unless of a type approved by the ARC. Approved hurricane shutters and/or temporary protective covering shall only be allowed after a hurricane warning has been issued by the US Weather Service. Approved permanent shutters must be opened and protective covering removed within 48 hrs after the hurricane warning has ended.

<b>HDG</b> <i>Description:</i> Hedges				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

R&Rs - pg 9 - Hedges: Hedges that extend within 20 ft of the property line or that run perpendicular to the front of the house must not exceed 4 feet in height.

<b>HLD</b> <i>Description:</i> Hold condition improving				
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Article:

<b>HOL</b> <i>Description:</i> Holiday decorations				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 9 - Holiday decorations must be removed within 30 days of the holiday.

Vista Lakes Community Assn.  
 CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>IOV</b> <i>Description: Inoperable Vehicle</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:  
 Rules & Regulations - Prohibited Vehicles page 18

<b>LEA</b> <i>Description: Lease restriction violation</i>				
1	0	\$ 0.00		01:FRIENDLY REMINDER
2	30	\$ 0.00		02:SECOND NOTICE
3	30	\$ 0.00		03:FINAL NOTICE

Article:  
 R&Rs page 13 - Rental Restrictions

<b>LSC</b> <i>Description: Landscaping Improvements</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:  
 Rules & Regs - pg 10 Landscaping-All landscaped areas, including without limitation, lawns (to the paved public roadway), shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound, healthy plant materials.

<b>LTG</b> <i>Description: Lighting</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:  
 R&Rs - pg 11 Lighting-No exterior lighting fixtures shall be installed that may become an annoyance or a nuisance to the resident surrounding Living Units.

<b>LTP</b> <i>Description: Landscape Maintenance-pruning, trimming</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:  
 Landscaping-All landscaped areas, including without limitation, lawns (to the paved public roadway), shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound, healthy plant materials.

Vista Lakes Community Assn.  
 CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>LWE</b>				
<i>Description:</i> Edging of paved surfaces and house				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

<b>LWM</b>				
<i>Description:</i> Lawn Maintenance-Mow and Edge				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs pg 11: Landscaping-all landscaped areas...shall be maintained in a live, healthy and growing condition, properly watered, trimmed and fertilized. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound healthy plant materials.

<b>LWN</b>				
<i>Description:</i> Lawn Maintenance-TYM				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs pg 11 Landscaping-All landscaped areas, including without limitation, lawns (to the paved public roadway), shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound, healthy plant materials.

<b>MIS</b>				
<i>Description:</i> IT WAS REPORTED TO THE ASSOCIATION				
1	0	\$ 0.00	IT WAS BROUGHT TO MY ATTENTION	13:It was brought to

Article:

<b>NUI</b>				
<i>Description:</i> Nuisances				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Nuisance-Nothing shall be done on the Properties which is illegal or which may be or may become an annoyance or nuisance to the neighborhood.

Vista Lakes Community Assn.  
 CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>PET</b> Description: Pets				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - pg 4 No animals, livestock or any other animal not commonly considered Household Pets shall be kept in or on any Living Unit or Lot. No more than 4 household pets shall be kept in or on any Living Unit or Lot...

<b>PPT</b> Description: Prune palm tree/s				
1	0	\$ 0.00	Friendly Reminder	07:Friendly Reminder
2	30	\$ 0.00	Second Notice	03:Second Notice
3	30	\$ 0.00	Final Notice	04:Final Warning

Article:

Article V: Maintenance of Living Units and Lots-Each Living Unit shall be maintained by each respective Owner in good order and repair and free of debris...

<b>PRK</b> Description: Parking				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs, pg 18--All vehicles of any Resident and their guests must be parked in the driveway and garage of the Owner's Lot. Owner's vehicles shall not be parked on the lawns of any Lot nor shall any Owner's vehicles be parked on the streets of the Property.

<b>PRO</b> Description: Property Maintenance				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Article V: Maintenance of Living Units and Lots-Each Living Unit shall be maintained by each respective Owner in good order and repair and free of debris...

<b>PST</b> Description: Prune street tree				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 17 - All street trees must be trimmed.....



Vista Lakes Community Assn.  
 CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>REC</b> <i>Description:</i> Recreation Equipment				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Declaration - Exhibit C Use Restrictions - page 11 -....shall not be placed in front or side yards or driveways of houses....allowed in rear yards.

<b>SGN</b> <i>Description:</i> Signs				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 14

<b>SHD</b> <i>Description:</i> Storage Sheds				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules and Regs - page 15

<b>SKT</b> <i>Description:</i> Skate Board Ramp				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs-recreation equipment- page 13 - ...shall not be placed in front or side yards or driveways of houses....

<b>SLF</b> <i>Description:</i> HOA maintain property				
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Article:

**Vista Lakes Community Assn.**  
**CCR Codes Report**

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>SOD</b> <i>Description:</i> Re-Sod Lawn				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 10: Landscaping-All landscaped areas, including without limitation, lawns (to the paved public roadway), shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound, healthy plant materials.

<b>SPR</b> <i>Description:</i> Sprinklers running off cycle				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

SJWMD and OC - restrictions are in place on irrigation - only on your designated day and NOT BETWEEN 10AM-4PM.

<b>STA</b> <i>Description:</i> Lawn Ornaments/Fountains				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - pg 10 - Landscaping Ornamentation - The ARC must approve the utilization ....in the landscape

<b>TBD</b> <i>Description:</i> Temporary Structures				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Declaration-Exhibit C - Use Restrictions - Buildings-Temporary: No tents, trailers, vans, shacks, tanks or temporary or accessory buildings or structures shall be erected or permitted to remain.....

<b>TCO</b> <i>Description:</i> Trash Cart				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

R&R - pg 16 - Trash and Garbage: Trash, garbage or other refuse containers may be placed in the open after sunset, the night before...must be stored out of view of the street - NOT IN FRONT OF GARAGE.

Run Date: 12/20/2010  
 Run Time: 11:22 am

**Vista Lakes Community Assn.**  
**CCR Codes Report**

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>TRE</b> <i>Description:</i> Street and yard trees				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

R&R pg 17 shade trees required in front yard of minimum height of 8-10 ft. Street trees are the owner's responsibility and should be replaced if the tree dies with a similar specimen.

<b>TRL</b> <i>Description:</i> Prohibited - vehicle, trailer or boat				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 18-no prohibited vehicle shall be parked or stored on any portion of a lot which is visible from any road or other lot within the property.

<b>TRR</b> <i>Description:</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

<b>TSH</b> <i>Description:</i> Trash Disposal				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 16 Trash and garbage shall be kept in a clean and sanitary condition and stored so as not to be seen from the street or surrounding property except on collection days. This material may be placed in the open after sunset the night before collection day.

<b>TYM</b> <i>Description:</i> Total Yard Maintenance				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Landscaping-All landscaped areas, including without limitation, lawns (to the paved public roadway), shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar, sound, healthy plant materials.

Run Date: 12/20/2010  
 Run Time: 11:22 am

## Vista Lakes Community Assn. CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>ULV</b>	<i>Description:</i> Unlicensed/registered vehicle			
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regulations - Pg 18-Prohibited vehicles - ....vehicles with no current license plate ....

<b>UPF</b>	<i>Description:</i> unpainted fence			
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Architectural Control Guidelines-Appendix A-Fencing Specifications: All fences must be painted inside and out within 30 days of installation.

<b>USE</b>	<i>Description:</i> Unshielded Equipment-pool/spa/water softner/gas			
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regulations-pg 16 - Pool equipment and other such equipment including water conditioners must be shielded by dense shrubbery 100% within 15 days of install.

<b>VAR</b>	<i>Description:</i> ARC Variance Request			
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Article:

<b>VEG</b>	<i>Description:</i> Vegetable Garden			
1	0	\$ 0.00	1st Notice	07: Friendly Reminder
2	30	\$ 0.00	2nd Notice	03: Second Notice
3	30	\$ 0.00	Final Notice	04: Final Notice

Article:

Rules & Regulations - Vegetable Gardens - the general rule is that vegetable gardens will be allowed in rear yards only; yard must be fenced and not visible from adjoining lots or the street.

**Vista Lakes Community Assn.**  
**CCR Codes Report**

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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<b>VEH</b> <i>Description: Prohibited Vehicle , Boat or Trailer</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - page 18-Commercial Trucks, Trailers and Boats-...no trucks or commercial vehicles, boats, house trailers, unlicensed or inoperable vehicles, boat trailers or trailers of every other description, including campers...shall be permitted to be parked or stored at any place on the Property...

<b>VRH</b> <i>Description: Vehicle Repairs</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Declaration, Use Restrictions, Exhibit C - Vehicle Parking: - no disassembly or repair of motor vehicles shall be made in any roadway, driveway, or parking area except in the case of emergency breakdown.

<b>WAC</b> <i>Description: Window Air Conditioner</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs- page 4 Air Conditioner - No window or wall air conditioning units shall be permitted.

<b>WEE</b> <i>Description: Weeds in driveway cracks</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs-page 8: Driveways - All driveways shall be maintained and kept in a neat and clean condition...

<b>WEL</b> <i>Description: Weeds in lawn</i>				
1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - Landscaping - all landscaped areas...shall be maintained in a live, healthy growing condition....

Run Date: 12/20/2010  
Run Time: 11:22 am

Vista Lakes Community Assn.  
CCR Codes Report

Action Level	Min. # of Days	Fee	Violation Action	Notice Template
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**WEP**

Description: Weeds in plant beds

1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Rules & Regs - Landscaping - all landscaped areas...shall be maintained in a live, healthy growing condition...

**WIN**

Description: Windows & Glass Doors

1	0	\$ 0.00	First Notice	01:FRIENDLY REMINDER
2	30	\$ 0.00	Second Notice	02:SECOND NOTICE
3	60	\$ 0.00	Final Notice	03:FINAL NOTICE
4	90	\$ 0.00	Board Action	65:Forward to Board

Article:

Article X, Section 2: Windows and Glass Doors-No owner shall be permitted to place tin foil or other covering (except for draperies, blind, or other window treatment as same are conventionally defined by decorators) upon any windows or glass doors...

**[Community Name]**  
**[Community Address Line 1]**  
**[Community Address Line 2]**  
**[Community Address Line 3]**

[Date (Full)]

**FRIENDLY REMINDER**

[Owner Name\Mailing Address]

**Re: [Prop. Street Address]**  
**Violation - [CCR Summary Description]**

Dear Sir or Madam:

This is a friendly reminder to advise you that a violation was observed at your property during a recent tour of the community.

**Please bring your property into compliance with your Homeowners' Association by [CCR Owner Resolution Action]**

The violation was cited under the following: *[CCR Detailed Description]*

The primary purpose of a Homeowner or Condominium Association is to maintain and increase the value of each owner's property. It is not the desire of the Board of Directors to impose hardship on any individual owner; however, they have a fiduciary responsibility to ensure that the Governing Documents of the Association are followed.

Most violations are unintentional. A prompt and positive response in correcting this violation will prevent the need for further action. Please address this matter or contact Leland Management, **in writing**, if there are any circumstances that may delay the correction of this violation.

Your cooperation in this matter will be greatly appreciated.

**Association Contact:**  
[Property Manager Signature]

205

**[Community Name]**  
**[Community Address Line 1]**  
**[Community Address Line 2]**  
**[Community Address Line 3]**

[Date (Full)]

**SECOND NOTICE**

[Owner Name\Mailing Address]

**Re: [Prop. Street Address]**  
**Violation - [CCR Summary Description]**

Dear Sir or Madam:

During a recent inspection of the community, a violation continues to be observed at your property. Unfortunately, insufficient or no improvement was acknowledged since our prior notice.

**Please bring your property into compliance with your Homeowners' Association by [CCR Owner Resolution Action]**

The violation was cited under the following: *[CCR Detailed Description]*

The primary purpose of a Homeowner or Condominium Association is to maintain and increase the value of each owner's property. It is not the desire of the Board of Directors to impose hardship on any individual owner; however, they have a fiduciary responsibility to ensure that the Governing Documents of the Association are followed.

A prompt and positive response in correcting this violation will prevent the need for further action by the Association. Please address this matter immediately or contact Leland Management, **in writing**, if there are any circumstances that may delay the correction of this violation.

Your immediate cooperation in this matter will be greatly appreciated.

**Association Contact:**  
[Property Manager Signature]

Cc. Owner File

IF VIOLATION HAS BEEN CORRECTED, PLEASE DISREGARD THIS NOTICE.



205

[Community Name]  
[Community Address Line 1]  
[Community Address Line 2]  
[Community Address Line 3]

[Date (Full)]

## FINAL NOTICE

[Owner Name\Mailing Address]

**Re: [Prop. Street Address]  
Violation-[CCR Summary Description]**

Dear Sir or Madam:

During a recent inspection of the community, a violation continues to be observed at your property. Unfortunately, insufficient or no improvement was acknowledged since our prior notice.

**Please bring your property into compliance with your Homeowners' Association by [CCR Owner Resolution Action]**

The violation was cited under the following: *[CCR Detailed Description]*

Please consider this your Final Notice. The primary purpose of a Homeowner or Condominium Association is to maintain and increase the value of each owner's property. It is not the desire of the Board of Directors to impose hardship on any individual owner; however, they have a fiduciary responsibility to ensure that the Governing Documents of the Association are followed.

If there is no significant improvement or if Leland Management is not contacted in writing within 7 days of this notice with a valid reason why you are unable to comply, the Association may be forced to turn the matter over to the Associations Attorney. **Pursuant to State Statutes, the Association is entitled to recover from the homeowner any and all attorneys' fees and costs incurred in connection with efforts to correct covenant violations.**

Your anticipated cooperation is greatly appreciated.

**Association Contact:**  
[Property Manager Signature]

Cc. Owner File