Pursuant Section 19.4 of the Bylaws within the Master Deed, the Association shall have the right to adopt a schedule of fines for violation of any provision of the Condominium Documents. The following Fine Policy and Appeal Process shall be followed for Townes at Grand Reserve Condominium Association:

FIRST NOTICE: An initial notice of the violation shall be mailed to the Owner requesting compliance within fourteen (14) days - NO FINE.

SECOND NOTICE: If violation still exists fourteen (14) days after the initial notice of violation, a second notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A $25.00 FINE will be assessed with the second notice of violation and is due immediately.

THIRD NOTICE: If violation still exists fourteen (14) days after the second notice of violation, a third notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A $50.00 FINE will be assessed with the third notice of violation and is due immediately.

CONTINUING VIOLATIONS: If the violation continues without resolution after the fourth notice of violation, a FINE of $100.00 shall be assessed every fourteen (14) days until the violation is resolved. In addition, the Board of Directors shall have the right to remedy the violation and/or take legal action, the cost of which shall be invoiced to the Owner and collected in the same manner as assessments.

FINES: No fine shall be imposed without first providing a written warning to the Owner describing the violation and stating that failure to correct the violation within fourteen (14) days or another occurrence of the same violation within three (3) months of the original violation shall make the Owner subject to imposition of a fine. Failure to pay any fine shall subject the Owner to the same potential penalties and enforcement as failure to pay any assessments under the Declaration.

SELF HELP: Pursuant to 2.3.4 of the Bylaws within the Master Deed, If any Co-owner fails to properly maintain or repair his Unit in accordance with the provisions of Article 6 of the Declaration, which failure, in the opinion of the Board of Directors adversely affects the appearance of the Condominium Project as a whole, or the safety, health or welfare of the other Co-owners of the Condominium Project, the Association may, following notice to such Co-owner, take any actions reasonably necessary to maintain or repair the Co-owner’s Unit, and an amount equal to one hundred fifty (150%) percent of the cost thereof shall be assessed against the Co-owner of such Unit.

Notwithstanding the foregoing, the Board of Directors reserves the right to seek Injunctive Relief at anytime regardless of the presence or absence of notices hereunder, for any violation that the Board of Directors determines in its sole and
absolute discretion constitutes a material danger to persons or property or requires immediate action for any other substantial reason.

The Board of Directors reserves the right to take any action permitted by law or the Declaration, in addition to the above mentioned fine policy.

**APPEAL PROCESS**

- When a violation notice is sent to an Owner, such notice shall include a statement notifying the Owner that he/she has the “RIGHT OF APPEAL.”
- When an Owner desires to appeal a violation, he/she must so notify the Management Company in writing within ten (10) days after the date of the violation notice.
- Appeals shall demonstrate *extenuating circumstances* which require deviation from the Governing Documents.
- Appeal shall include all pertinent backup information to support the existence of the *extenuating circumstance*.
- All decisions of the Board are final and may not be further appealed.
- Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered *DENIED*.
- The Owner appealing the violation will be given written notice that the appeal has been received and it will be reviewed by the Board.
- If the appeal is denied, the Owner must bring the violation into compliance within fourteen (14) days. If the violation still exists after fourteen (14) days, the Owner will be fined $100.00 every fourteen (14) days until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Homeowner and collected in the same manner as assessments.
UNANIMOUS CONSENT TO ACTION  
BY THE BOARD OF DIRECTORS  
TOWNES AT GRAND RESERVE CONDOMINIUM ASSOCIATION  
c/o AAM, LLC  
1600 W Broadway Rd., Ste 200  
Tempe, AZ  85282  
(602) 957-9191

FINE POLICY AND APPEAL PROCESS

The undersigned, constituting all of the members of the Board of Directors of Townes at Grand Reserve Condominium Association, a Michigan nonprofit corporation, hereby take the following actions in writing pursuant to Section 11.13 of the Bylaws within the Master Deed which states “Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if all members of the Board of Directors consent in writing. The written consent shall be filed with the minutes of the proceedings of the Board of Directors. The consent has the same effect as a vote of the Board of Directors for all purposes”.

RESOLVED, that the Board of Directors hereby approves the Fine Policy and Appeal Process for Townes at Grand Reserve Condominium Association attached to this resolution.

The Board of Directors hereby instructs the managing agent to notify all Owners of the implementation of the Fine Policy and Appeal Process effective as of March 1, 2016.

IN WITNESS WHEREOF, the undersigned have executed this consent as of this 16th day of February_____ , 2016.

Paul Schyck  
President and Director, Board of Directors

Kevin Christofferson  
Treasurer and Director, Board of Directors

Adam Vanderplool  
Secretary and Director, Board of Directors