

TABB LAKES HOMES ASSOCIATION

POLICY RESOLUTION 2012-07-17 (Revision 2) Covenants Compliance Enforcement Procedures

Authority

WHEREAS the Tabb Lakes Homes Association, Inc. (the “Association”) is a Virginia Non-Stock Corporation established under the Virginia Property Owners’ Association Act, Va. Code § 55-508, et seq. (the “Act”) governed by certain documents including the Declaration of Covenants, Conditions and Restrictions (the “Declaration”), Bylaws and Rules and Regulations of the Association, and

WHEREAS Article VIII Section 6 of the Declaration provides the Association with the authority to adopt and promulgate reasonable rules and regulations regarding the administration, interpretation and enforcement of the provisions of the Declaration, and

WHEREAS the same Article VIII Section 6 Declaration also specifies that in adopting such rules and regulations, the Association shall take into consideration the best interests of the Owners of the Lots to the end that the Property shall be preserved and maintained as a high quality community.

Purpose

WHEREAS the Board of Directors of the Association (the “Board”) has determined that there is a need to clarify the procedures to be followed in enforcing the Association’s governing documents to ensure covenants compliance in a timely manner.

Scope & Intent

WHEREAS it is the intent that these rules shall be applicable to all homeowners, and this resolution shall remain in effect until otherwise rescinded, modified, or amended by the Board. This rule establishes procedures to be followed to enforce the Declaration and Rules and Regulations and replaces previous procedures. Covenants violations can negatively impact neighbors, the appearance of the community and may reduce surrounding property values. The intent of these rules is to ensure covenant compliance issues are resolved in a timely manner.

Specifications

NOW THEREFORE BE IT RESOLVED that the Association will enforce the Declaration, Bylaws and Rules and Regulations with the following Covenants Compliance Procedure:

COVENANTS COMPLIANCE PROCEDURE

The Association’s agent will conduct regular communitywide inspections for the purpose of identifying instances of non-compliance with the Association’s governing documents. The following procedure will be followed when the inspections identify non-compliance issues.

See Appendix 1 for detailed violation types, and fix times.

See Appendix 2 for examples of the notices referenced in this procedure.

STEP 1

Notice 1 (N1): Courtesy Reminder to the Owner identifying the compliance issue and specifying the number of days allowed to fix the issue appropriate to the type of violation. Sent by First Class Mail.

Examples of time given to correct: See Appendix 1 for detailed violation types, criteria for evaluating and fix times.

- Type 1: grass, trailers etc. 10 days from N1 receipt
- Type 2: mold, mailbox repair etc. 30 days from N1 receipt
- Type 3: roof, chimneys, painting etc. 60 days from N1 receipt

Notice 1a (N1a): Second and Final Notice issued when the initial time allowance for the Owner action to bring the property into compliance has passed with no response. This notice gives an additional 10 days to bring the property into compliance. It is to be used in all instances where the original time allowance has expired.

Notice 1b (N1b): Courtesy Reminder of Corrective Action Needed issued to the Owner in cases where the original notice time allowance is 60 days and is issued half way through, approximately 30 days.

STEP 2

Notice 2 (N2): An invitation to the Owner to attend a Board Hearing. Under the Act, this notice must be sent with a minimum of 14 days notice before the Hearing and include giving the owner the option of coming with or without counsel. N2 will be sent by certified mail with signature receipt (return postcard). A second copy of the notice will be mailed at the same time by regular first class mail. N2 will state that the purpose of the Hearing is to present to the Board any extenuating circumstances, discuss a new end date for clearing the violation or establish that the violation cannot be eliminated for some reason not previously known by the Board. N2 will also state that the Board will hold an evaluation session after the Hearing to determine the Board's response. N2 will inform the owner that non-attendance of the Board Hearing may result in the Association attorney filing immediately for injunctive relief from the court and charges being assessed in accordance with the Act.

Notices 2a & 2b: Board Action between issuing Notice 2 (N2) and the Board Hearing Date

Notice 2a (N2a): Correction of Maintenance Compliance Issue will be issued if the homeowner corrects the outstanding violation issue after receiving Notice 2 but prior to the Board Hearing. This notice excuses the owner from attending the Board Hearing.

Notice 2b (N2b): Approval of Proposed Plan and/or Deadline Extension will be issued if the homeowner contacts the Board after receiving Notice 2 but prior to the Board Hearing and the Board agrees to an acceptable plan to bring their property into compliance in an acceptable time span. N2b will document the approved plan, the new deadline date and excuse the owner from attending the Board Hearing. In addition, N2b will advise the Owner that failure to meet the agreed plan and/or deadline will result in charges being assessed or the matter being immediately referred to the attorney.

STEP 3

Hold the Board Hearing: The Board may choose to schedule the Hearing at a convenient time and location including on the same day as the local monthly Board meeting (prior to or after the Board meeting) but the Hearing must be a separate and closed meeting to the public. Also, once scheduled, the Hearing will be conducted by the Board even if there is no indication the homeowner will attend. The Board evaluation session following the Hearing will decide on an appropriate course of action. The action may include granting the homeowner relief in the form of additional days to eliminate the infraction. If the owner is uncooperative or misses the scheduled hearing the Board may impose a fine in accordance with the Act. The matter will then immediately be turned over to the Association attorney to collect any fines and/or to file a lawsuit for injunctive relief.

STEP 4

Notice 3a, 3b: Board Hearing Action Decision by the Board of Directors. A letter will be issued within 7 days after the Hearing providing the results of the Hearing to the Owner. If the homeowner attends the Board Hearing and is cooperative, leading to an acceptable plan to bring their property into compliance in an acceptable time span, Notice 3a (N3a) will be issued specifying the agreed-upon plan and timing. The Owner will be advised that failure to meet the agreed-upon plan will result in the matter being immediately referred to the attorney. If the Board decides to impose financial sanctions, Notice 3b (N3b) will be used to inform the owner that a fine is imposed. The letter will also confirm that the Board will turn the issue over to the Association attorney to pursue legal actions to achieve compliance. From then on the attorney will handle the case.

STEP 5

Hand over the case to the Attorney. The Board (or agent) will provide documentation to the Association attorney (copies of N1-N3 notices). The attorney will pursue one or both of the following legal courses. The legal courses can proceed concurrently:

- a. **FILE NOTICE OF LIEN:** The attorney will send the Owner a notice that a Memorandum of Lien will be filed on the property to reclaim any fine amounts owed, interest and legal expenses. If the Owner fails to pay by time prescribed, the attorney will file a Memorandum of Lien with the Circuit Court placing a lien on the Owner's property for the statutory period of three years. If any outstanding fines or charges are not paid within the three year statutory period, the attorney will file suit to collect any outstanding fines or charges in accordance with section b below.
- b. **FILE LAWSUIT TO COLLECT FINES AND/OR INJUNCTIVE RELIEF:** The attorney will file a lawsuit to collect any fines that are past due and/or injunctive relief (to have the court impose further sanctions to bring the owner into compliance which may include additional fines). The attorney can request that the sheriff's office or a private process server deliver the lawsuit to the Owner to appear in court.

Note: A Court Order precludes the requirement to keep going back to 'square one' in the compliance process. If the owner fails, for example, to keep the yard in good condition after the court has required him/her to do it once, the attorney can quickly file for the court to enforce the Court's Order without repeating the whole injunctive relief process.

APPENDIX 1: TLHA COMPLIANCE CORRECTION TIME GUIDELINES

Type	Compliance Issue	# of days to fix
Boat/RV/Trailer	Boats/RVs/Trailers longer than 25 ft may not be parked on any property.	10
	Boats/RVs/Trailers less than 25 ft must be garaged or parked on a paved area beside the garage. The paved area may be pavers (set on a prepared pad and kept free from weeds and grass) or a concrete pad. ARC approval is required for construction of the parking pad.	10
	<i>Exception</i> Boats/RVs/Trailers may be parked in driveways for up to 2 weeks for the purpose of cleaning, repairing, and loading/unloading.	
Driveway Culvert	Culvert pipes must be kept completely open so as to not impede the flow of water.	10
	Ditch/culvert areas must be kept free of weeds and shrubs/trees.	10
Exterior of Home	Chimney caps must be kept free from rust.	60
	Gutters must be kept in good repair and free from debris/vegetation.	Repaired: 30 Cleaned: 10
	Siding and roof must be kept free of mold/algae.	Siding: 30 Roof: 60
	Trim and vents must be kept in good repair.	60
Fence	Fences must be kept free from mold and in good repair.	30
Grass	Grass must be no more than 5 inches high.	10
	Driveways must be kept free of grass and weeds.	10
House Number	House numbers must be properly displayed and maintained.	30
Inoperative Vehicle	One inoperative vehicle may remain in the driveway as long as it complies with County Code and remains covered with a properly fitting car cover. The car cover must be kept in good repair.	10
Landscape Beds	Landscape beds must be kept free of weeds.	10
Mailbox/ Newspaper Box/ Basketball Hoops	Mailboxes/Newspaper boxes/Basketball hoops and their posts must be kept free from mold and rust and in good repair.	30
Miscellaneous Items	Miscellaneous items must be stored out of view from the street.	10
Unregistered Vehicle	All vehicles must have current registration stickers (unless inoperative as above).	10

For more detailed information, please reference the Covenants Compliance and Architectural Review Guidelines Summary Table and other TLHA governing documents on the Association's website, www.tabblakes.org.

APPENDIX 2: COMPLIANCE NOTICES EXAMPLES

SUMMARY OVERVIEW (Note: See notices for more details.)

PHASE 1: Make owner aware of problem issue + follow-up

Notice N1: First notice to let the owner know there is a problem that requires corrective action. Require owner to fix problem in a specified timeframe.

Notice N1a: Second and final notice to owner with initial time allowance that has expired, giving an additional 10 days to fix before going to next step of inviting to Board Hearing.

Notice N1b: Courtesy reminder to owner with initial 60-day deadline approximately half-way through the 60 days to urge them to fix before the deadline arrives.

PHASE 2: Owner is not complying—Invite to a Board Hearing meeting

Notice N2: Invitation to meet with the Board (official Board Hearing)

Notice N2a: Letter thanking the owner for correcting the violation after receiving N2 but prior to the Board Hearing. N2a also excuses owner from attending the Board Hearing.

Notice N2b: Letter approving the owner's proposed plan and/or extended deadline to correct the violation if the owner contacts the Board after receiving N2 but prior to the Board Hearing. N2b also excuses owner from attending the Board Hearing.

PHASE 3: Immediately after the scheduled Hearing – Inform the owner of Board decision made as a result of the Board Hearing meeting

Notice N3a: Notice of Board Hearing Action Decision to owner who attended the meeting and cooperatively committed to a plan to resolve the issue to the Board's satisfaction.

Notice N3b: Notice of Board Hearing Action Decision to owner who failed to attend or reschedule the meeting, or attended the meeting but was uncooperative and no positive resolution was reached.

PHASE 4: Repeat violations after owner has been contacted by the Attorney—Inform the owner that he has a repeat violation and his case will go back to the attorney for further legal action if not corrected within ten days.

Notice N4: Repeat Violation - Second and Final Notice to owner giving ten days to correct the issue and reminding him/her that this is a repeat violation. The case will be turned over to the attorney again if the property is not brought into compliance within the ten days.

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N1)
Yorktown, VA 23693**

June 15, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

TLHA Covenants Compliance Program: Courtesy Reminder (N1)

During a communitywide inspection conducted recently a covenant compliance issue(s) was noted at your property that you may not be aware of. The Board of Directors (BOD) asks that you please take the steps necessary to bring your property into compliance within the number of days shown in the Compliance Guidelines on the back of this notice.

Issue: Unlicensed & inoperable vehicle in driveway; please move or bring into compliance with TLHA regulations (see over).

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. Implementing the Compliance Program is part of the Association Board's fiduciary duty.

If there are extenuating circumstances that prevent you from addressing the maintenance issue or meeting the deadline, or if you have questions/comments, please contact the Association Manager Mr. Robert Cox or one of the Board Members listed below within 7 days. Mr. Cox may be reached at CoxLeeMgt@gmail.com or 757-593-6088.

If you have already taken care of the issue please ignore this notice. We thank you for your cooperation.

Detailed copies of the Bylaws, Covenants and Regulations are available on the Association's website at <http://tabblakes.org>.

President	Bob Spell	509-0009	President02@tabblakes.org
Vice-President	Keith Ebert	867-7133	Vicepresident@tabblakes.org
Member	Dave West	534-7442	Memberatlarge3@tabblakes.org
Member	Pete Peters	830-832-0655	Memberatlarge4@tabblakes.org
Member	Ron Maddox	867-7261	Memberatlarge5@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N1a)
Yorktown VA 23693**

June 15, 2015

Ref: [Tabb Lakes Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

TLHA Covenants Compliance Program: Second and Final Notice (N1a)

During a previous communitywide inspection we noted a covenants or rules compliance violation. You were given time to bring your property into compliance and the deadline has now passed. This notice is to return the matter to your attention and give you a final allowance of 10 additional days to bring your property into compliance.

Specifically: Mold on garage door; please clean.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. The Board of Directors (BOD) requires that you take the steps necessary to bring your property into compliance within the next 10 days. Failure to do so, or failure to discuss this issue with one of the Board members and obtain mutually agreed upon relief, may subject you to possible fines and/or legal action to bring this matter to an appropriate conclusion. ***If there are extenuating circumstances that prevent you from addressing the maintenance issue or meeting the deadline, or if you have questions/comments, please contact the Association Manager Mr. Robert Cox or one of the Board Members listed below within 7 days.*** Mr. Cox may be reached at CoxLeeMgt@gmail.com or 757-593-6088.

Detailed copies of the Bylaws, Covenants and Regulations are available on the TLHA website at <http://tabblakes.org>.

If you have already taken care of the issue please ignore this notice. We thank you for your cooperation.

President	Bob Spell	509-0009	President02@tabblakes.org
Vice-President	Keith Ebert	867-7133	Vicepresident@tabblakes.org
Member	Dave West	534-7442	Memberatlarge3@tabblakes.org
Member	Pete Peters	830-832-0655	Memberatlarge4@tabblakes.org
Member	Ron Maddox	867-7261	Memberatlarge5@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc
5007-C Victory Blvd. #141 (N1b)
Yorktown, VA 23693**

February 1, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

TLHA Covenants Compliance Program: Courtesy Reminder of Corrective Action Needed (N1b)

During a communitywide inspection conducted previously, we noted a maintenance compliance issue at your property and we notified you at that time. We allowed 60 days for you to resolve the issue. This courtesy reminder is issued approximately 30 days prior to the deadline. We urge you to meet this deadline.

Specifically: Roof has unsightly mold/algae staining; please clean. Chimney cap rusting; please repair/replace.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. The Board of Directors (BOD) asks that you take the steps necessary to bring your property into compliance within the number of days shown in the attached Compliance Guidelines. If you have any questions you may call Mr. Robert Cox of Cox & Lee Management, the agent of Tabb Lakes Homes Association at 757-593-6088, or you may call one of the TLHA Board Members listed below.

When you have brought the property to community standards please contact our inspectors at Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com. We thank you for your cooperation.

Detailed copies of the Bylaws, Covenants and Regulations are available on the TLHA website at <http://tabblakes.org>.)

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N2)
Yorktown, VA 23693

Certified Mail #: 70123050000018323313

June 1, 2015

Ref: [TLHA Property Address]

Homeowner
Street Address
Yorktown, VA 23693

TLHA Covenants Compliance Program: Invitation to attend a Board Hearing (N2)

Based on a communitywide inspection conducted for the purpose of identifying instances of non-compliance with TLHA covenants and rules, your property was cited for non-compliance and one or more notices of non-compliance were sent to you. The time allowances granted for bringing your home into compliance have expired.

Specifically: Mold on siding; please clean.

The notices we have sent you have urged you to contact a Board member to discuss the need for additional time if required. This was not done, or it was done with no visible results. The next step in our effort to achieve compliance is to invite you to meet with the Board and establish a firm plan of action. You may attend the meeting with or without counsel. The meeting time is __ pm on [Day, Date] at [Location]. If it is not possible to attend a meeting at this time and date, contact Cox and Lee Management at 757-593-6088, CoxLeeMgt@gmail.com or one of the Board members and give us a firm date and time that you will commit to.

In the event that you either do not contact us with a firm date and time suitable to you for a meeting, and/or you fail to attend the meeting at the time and date stated above, you may be fined and/or the matter will be turned over to the Association attorney immediately.

At the Board Hearing we will discuss any extenuating circumstances that have prevented you from addressing the violation on time. We will also need to establish a plan that you commit to for resolving this matter. After our meeting with you, the Board will meet to decide our next step. If the meeting with you is not productive, the response will be as described in the previous paragraph.

If you have already brought the property to community standards, please contact our inspectors at Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com.

President	Bob Spell	509-0009	President02@tabblakes.org
Vice-President	Keith Ebert	867-7133	Vicepresident@tabblakes.org
Member	Dave West	534-7442	Memberatlarge3@tabblakes.org
Member	Pete Peters	830-832-0655	Memberatlarge4@tabblakes.org
Member	Ron Maddox	867-7261	Memberatlarge5@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N2a)
Yorktown, VA 23693**

March 10, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

**TLHA Covenants Compliance Program:
Correction of the maintenance compliance issue on your property
(N2a)**

Thank you for correcting the outstanding maintenance issues with your property prior to the Board Hearing meeting. This notice is to confirm that the Board of Directors considers your property to now be in compliance with the Association’s community standards. Please therefore disregard the requirement to attend the Hearing.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. Implementing the Compliance Program is part of the Association Board’s fiduciary duty. We thank you for your cooperation.

If you have any questions regarding compliance issues please contact Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com.

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N2b)
Yorktown, VA 23693**

March 10, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

**TLHA Covenants Compliance Program:
Approval of Proposed Plan and/or Deadline Extension (N2b)**

Thank you for contacting the Tabb Lakes Board to explain your extenuating circumstances and to confirm your intent to take care of the maintenance issues with your property. This notice is formal recognition that the Board of Directors has agreed to your proposed below plan and schedule:

_____ (Insert the approved plan to resolve the issue and the _____
_____ agreed-upon time to complete it here in place of these lines.) _____

In addition, the Board approves your request to be excused from attending the Board Hearing.

Please note that in the event that you fail to complete this plan within the scheduled time without obtaining Board approval for a revised plan (which is unlikely to be granted) you may be subject to a fine and/or the case will be turned over to the Association attorney for injunctive relief and/or collection of any unpaid fines.

When you have brought the property to community standards please contact our inspectors at Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. Implementing the Compliance Program is part of the Association Board's fiduciary duty. We thank you for your cooperation.

If you have any questions regarding compliance issues please contact Cox & Lee Management, Inc. at 757-593-6088, or CoxLeeMgt@gmail.com.

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N3a)
Yorktown, VA 23693**

March 21, 2015

**Homeowner
Street Address
Yorktown VA 23693**

**TLHA Covenants Compliance Program:
Board Hearing Action Decision by the TLHA Directors (N3a)**

**Reference: [TLHA Street Address] – Covenants Compliance Board Hearing Meeting
____pm, [Day, Date] at [Location]**

We thank you for meeting with the Board as scheduled. After the meeting, the Board voted to approve the plan established in the meeting whereby the violation will be resolved in the manner and on the schedule described below.

_____(Insert the approved plan to resolve the issue and the _____
_____ agreed-upon time to complete it here in place of these lines.)_____

Please note that in the event that you fail to complete this plan within the scheduled time without obtaining Board approval for a revised plan (which is unlikely to be granted) you may be subject to a fine and/or the case will be turned over to the Association attorney for injunctive relief and/or collection of any unpaid fines.

When you have brought the property to community standards please contact our inspectors at Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. Implementing the Compliance Program is part of the Association Board's fiduciary duty. We thank you for your cooperation.

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N3b)
Yorktown, VA 23693**

March 21, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown, VA 23693**

TLHA Covenants Compliance Program: Board Hearing Action Decision by the TLHA Directors (N3b)

Based on a communitywide inspection conducted for the purpose of identifying instances of non-compliance with TLHA covenants and rules, your property was cited for non-compliance and one or more notices of non-compliance were sent to you. The time allowance granted for bringing your home into compliance has expired.

The notices we have sent you have urged you to contact a Board member to discuss the need for additional time if required. This was not done, or it was done with no visible results. The next step in our effort to achieve compliance was to invite you to meet with the Board of Directors (BOD) and establish a plan of action. The meeting time was ___pm on [Day, Date] at [Location].

You have either failed to contact us with a firm date and time suitable to you for a meeting, and/or you also failed to attend the meeting at the time and date stated above. The result is that you are now subject to the following penalty that you were told to expect. A fine of _____ will be assessed and the matter will be turned over to the Association attorney immediately for injunctive relief and/or collection of unpaid fines.

When you have brought the property to community standards please contact our inspectors at Cox & Lee Management, Inc. at 757-593-6088 or CoxLeeMgt@gmail.com.

Covenants compliance ensures we keep the community a pleasant place to live and maintains property values for all. Implementing the Compliance Program is part of the Association Board's fiduciary duty. We thank you for your cooperation.

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

**Tabb Lakes Homes Association
c/o Cox & Lee Management, Inc.
5007-C Victory Blvd. #141 (N4)
Yorktown, VA 23693**

October 11, 2015

Ref: [TLHA Property Address]

**Homeowner
Street Address
Yorktown VA 23693**

TLHA Covenants Compliance Program: Repeat Violation — Second and Final Notice (N4)

During previous communitywide inspections we noted a covenants or rules compliance violation that was not corrected within the specified deadline. You were contacted by the Association's attorney and you agreed to bring your property into compliance and to maintain it in ongoing compliance.

Recent inspections note that your property is again in violation of the Association's governing documents. This notice is to return the matter to your attention and give you a final allowance of ten (10) additional days to bring your property into compliance. If the property remains non-compliant after the ten-day deadline, the case will be turned over to the Association attorney for further legal action. You will be copied on that communication.

Specifically: Grass is overgrown; please cut. Landscape beds are full of weeds; please treat/weed. Driveway is full of grass & weeds; please treat/weed.

If you have any questions you may call Mr. Robert Cox of Cox & Lee Management, the agent of Tabb Lakes Homes Association at 757-593-6088, or you may call one of the TLHA Board Members listed below. Please contact a BOD member or Mr. Cox within 7 days.

If you have already taken care of the issue please ignore this notice. We thank you for your cooperation.

Detailed copies of the Bylaws, Covenants and Regulations are available on the TLHA website at <http://tabblakes.org>.

President	Bob Spell	509-0009	president@tabblakes.org
Vice-President	Dave West	534-7442	vicepresident@tabblakes.org
Member	Ron Maddox	867-7261	memberatlarge1@tabblakes.org
Member	Bill Hopkins	867-9229	memberatlarge2@tabblakes.org
Member	Ellis Sharadin	867-8816	memberatlarge2@tabblakes.org

RESOLUTION 2012-07-17 APPROVAL

Covenants Compliance Enforcement Procedures

Resolution # 2012-07-17 was approved on July 17, 2012 by the Tabb Lakes Homes Association Board of Directors. The voting went as follows:

<u>Title</u>	<u>Name</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Abstained</u>
President	Robert Spell	X		
Vice President	David West			Absent
Secretary/Member	Ronald Maddox	X		
Member	William Hopkins	X		
Member	Ellis Sharadin	X		

ORIGINAL FILE COPY SIGNED BY ROBERT SPELL

July 17, 2012
Date of Approval

Robert W. Spell
Robert Spell, President TLHA

RESOLUTION 2012-07-17 Revision 1 APPROVAL

Covenants Compliance Enforcement Procedures

Resolution # 2012-07-17 Revision 1 was approved on October 16, 2012 by the Tabb Lakes Homes Association Board of Directors. The voting went as follows:

<u>Title</u>	<u>Name</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Abstained</u>
President	Robert Spell	X		
Vice President	David West	X		
Secretary/Member	Ronald Maddox	X		
Member	William Hopkins	X		
Member	Ellis Sharadin	X		

ORIGINAL FILE COPY SIGNED BY ROBERT SPELL

October 16, 2012
Date of Approval

Robert W. Spell
Robert Spell, President TLHA

Note: Revision 1 added notices N2a and N2b to Step 2 of the procedure.

RESOLUTION 2012-07-17 Revision 2 APPROVAL

Covenants Compliance Enforcement Procedures

Resolution # 2012-07-17 Revision 2 was approved on August 18, 2015 by the Tabb Lakes Homes Association Board of Directors. The voting went as follows:

<u>Title</u>	<u>Name</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Abstained</u>
President	Robert Spell	X <i>RWS</i>		
Vice President	Keith Ebert	X <i>K.A.E.</i>		
Member	Ronald Maddox		<i>RW</i>	
Member	David West			X <i>DW</i>
Member	Pete Peters	X <i>BP</i>		

August 18, 2015
Date of Approval

Robert Spell
Robert Spell, President TLHA

Note: Revision 2 added Step 4 to the Procedure, updated the Correction Time Guidelines table (Appendix 1), and corrected formatting and address discrepancies.