

**Somerset at Charleston Park (September 2011)
Standard Operation Procedures for CCR Violations
Non-payment of Annual Assessment**

In December of each year, annual Assessment Statements are mailed to all homeowners stating that assessment payments for the next year must be submitted to the HOA no later than the end of February of the next year. Any payments received after the end of February will be assessed a late fee of \$10 per month (or portion of a month) late.

On April 1st, a second notice is mailed to any homeowner who has failed to pay their annual assessment.

On June 1st, liens are filed against any delinquent homeowners at the Jackson County Courthouse

**Somerset at Charleston Park
Standard Operation Procedures for ALL Other CCR Violations**

When any complaint is received, a board member documents the complaint and verifies if the complaint is a CCR violation before any action is taken.

If the CCR violation is also a Lee's Summit City Ordinance violation, the board member calls the City of Lee's Summit to register a complaint. Compliance then will be handled in accordance with the city's operating procedures.

If the CCR violation is not a violation of a city ordinance, the board member sends the homeowner a letter requesting compliance within seven calendar days.

If the homeowner fails to correct the CCR violation (or fails to contact a member of the board to request an extension), within the allotted time period, the HOA's attorney will be contacted to begin court action suing the homeowner for violation of CCRs.