



RIVERTOWN PARK MASTER ASSOCIATION

ENFORCEMENT, FINE & AMENITY ACCESS POLICY

1. Purpose

The purpose of this Policy is to establish a fair and consistent process for enforcing the Rivertown Park Master Association's governing documents, rules and regulations, particularly those governing the use of Master Association common areas, recreational facilities, clubhouse, pool, spa, parking areas, and other Association property.

The Board of Directors has authority under the Condominium Bylaws to administer the affairs of the Association, maintain the General Common Elements, and adopt and amend rules and regulations governing the use of the Project.

This Policy is intended to protect the safety of residents and guests, preserve Association property, promote compliance with Association rules, and provide the Board with reasonable enforcement options based upon the circumstances of each violation.

2. Applicability

All persons using or occupying the Rivertown Park Condominium Project, including Neighborhood Unit Owners, residents, tenants, family members, guests, invitees and other persons permitted to use Association facilities, are subject to the applicable Condominium Documents and Association rules and regulations.

For Master Units that have been subdivided into Neighborhoods, the applicable Neighborhood Association, acting through its Board of Directors, constitutes the Co-owner/member of the Master Association.

Accordingly, formal enforcement notices, monetary fines, charges and other assessments imposed by the Master Association shall be directed to the applicable Neighborhood Association. The Neighborhood Association shall be responsible for addressing the violation with the applicable Neighborhood Unit Owner, resident, tenant or other responsible party in accordance with its own governing documents and procedures.

Nothing in this Policy prevents the Master Association from communicating directly with an individual when reasonably necessary to protect persons or property, administer Master Association facilities, investigate an incident, or immediately address prohibited conduct.

3. Responsibility for Residents and Guests

Neighborhood Associations are responsible for the conduct of persons associated with their Neighborhood while using Master Association property and facilities.

Residents are expected to ensure that their household members, tenants, family members and guests comply with all Master Association rules while using Master Association facilities.

Conduct by a guest or other person associated with a residence may be treated as a violation attributable to the applicable Neighborhood for purposes of Master Association enforcement.



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4. Enforcement Notice and Board Review

When the Master Association determines that a violation has occurred, written notice shall be provided to the applicable Neighborhood Association. The notice shall reasonably identify:

- The nature of the violation;
- The date and approximate time of the incident, when known;
- The rule, restriction, or requirement involved;
- Any monetary fine imposed;
- Any amenity or access suspension imposed; and
- The right of the Neighborhood Association to request review by the Master Board of Directors.

Formal enforcement notices, monetary fines, charges, and other sanctions of the Master Association shall be directed to the applicable Neighborhood Association. The Neighborhood Association shall be responsible for addressing the matter with its Neighborhood Unit Owner, resident, tenant, guest, or other responsible party in accordance with its own governing documents and procedures.

Request for Board Review

A Neighborhood Association may request review of an enforcement action by submitting a written request to the Master Association within ten (10) days after the date of the enforcement notice.

The request shall identify the enforcement action being challenged and provide the reason the Neighborhood Association believes the violation did not occur or that the fine, suspension, or other sanction should be modified or withdrawn.

The Neighborhood Association may provide documents, photographs, statements, or other information it believes should be considered by the Board.

Upon receipt of a timely request, the Master Board shall provide the Neighborhood Association a reasonable opportunity to present information regarding the matter. The Board may conduct the review at a Board meeting, through written submissions, or by another reasonable method determined by the Board.

Following its review, the Board may affirm, reduce, increase up to the applicable maximum, modify, or withdraw the monetary fine, access suspension, or other enforcement action.

The decision of the Master Board following review shall be final.

If a timely request for Board review is not received, the enforcement action shall become final without further review.

Timing of Notice. The Master Association will generally provide written notice of an alleged violation to the applicable Neighborhood Association within ten (10) business days after the Master Association becomes aware of the alleged violation. Additional time may be taken when reasonably necessary to investigate the incident, review security footage or access records, obtain information from law enforcement or witnesses, or otherwise determine the circumstances of the alleged violation. A delay in providing notice shall not, by itself, invalidate an otherwise valid enforcement action.



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5. Fine and Enforcement Schedule

The following schedule establishes general guidelines for violations occurring on or involving Master Association property or facilities.

Classification	Maximum Fine	Possible Access Suspension
Minor Violation	Up to \$250	At Board discretion
Moderate Violation	Up to \$500	Up to 30 days
Serious Violation	Up to \$1000	Up to 30–90 days
Major / Safety / Security Violation	Up to \$2,500	Up to 90 days or remainder of season/year
Repeat or Continuing Violation	Up to \$2,500 per occurrence	At Board discretion

Examples of **Minor Violations** may include first-time smoking or vaping violations, minor rule violations, improper use of facilities, or similar conduct that does not create a significant safety or security concern.

Examples of **Moderate Violations** may include repeated minor violations, failure to follow facility rules after being instructed to do so, misuse of Association property, unauthorized guests, or disruptive conduct.

Examples of **Serious Violations** may include significant disruption, deliberate disregard of Association rules, unauthorized entry into restricted areas, repeated violations, damage to Association property, or conduct creating a substantial safety or security concern.

Examples of **Major / Safety / Security Violations** may include intentionally providing unauthorized persons access to secured Association facilities, entering or remaining in facilities after hours, defeating or circumventing access-control systems, large unauthorized gatherings, fighting, threats, vandalism, conduct involving illegal activity, or conduct resulting in police or emergency response.

The examples above are illustrative and are not intended to constitute an exhaustive list.

Police or Emergency Response. When a violation results in or reasonably requires a response from law enforcement, fire, EMS, or other emergency personnel, the Board may consider such response an aggravating circumstance when determining the appropriate fine and access suspension. Any actual costs or expenses incurred by the Association as a result of the incident may be recovered as provided in Section 11 of this Policy.



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6. Repeat Violations

A violation may be considered a repeat violation when the same household, residence, responsible party or Neighborhood has previously been involved in substantially similar prohibited conduct.

Repeat violations may result in increased monetary fines and/or longer amenity suspensions.

The Board is not required to begin again at the lowest fine level when prior violations demonstrate an ongoing pattern of noncompliance.

7. Continuing Violations

When a violation continues after notice or correction has been requested, the Board may treat each day or occurrence as a separate violation when appropriate.

The Association may impose additional fines or other sanctions until the violation has been corrected.

8. Amenity and Access Suspension

Amenity access is conditioned upon compliance with Association rules.

In addition to or instead of a monetary fine, the Board may temporarily suspend access to Master Association recreational facilities or other controlled-access amenities when warranted by the circumstances.

Suspensions may apply to access credentials associated with the applicable residence or household as reasonably necessary to enforce the suspension.

The length of a suspension shall be determined based upon the nature and severity of the violation, prior violations, safety considerations, and other relevant circumstances.

A monetary fine and an access suspension are separate enforcement remedies and may be imposed together.

9. Immediate Temporary Suspension

When management or the Board reasonably determines that conduct presents an immediate or substantial threat to the safety of persons, Association property, security of Association facilities, or orderly operation of an amenity, access privileges may be temporarily suspended immediately without waiting for completion of the normal notice and review process.

Circumstances supporting immediate suspension may include, but are not limited to:

- Unauthorized after-hours use;
- Providing unauthorized persons access to secured facilities;
- Large unauthorized gatherings;
- Fighting, threats, or dangerous conduct;
- Significant property damage or vandalism;
- Deliberate circumvention of security or access-control systems;
- Repeated refusal to comply with Association rules or management instructions; or



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- Circumstances requiring police or emergency response.

The applicable Neighborhood Association shall be provided written notice of the immediate suspension as soon as reasonably practical.

An immediate temporary suspension does not prevent the Board from subsequently imposing a monetary fine, longer access suspension, or other sanction after reviewing the incident.

Effect of Request for Board Review

A request for Board review does not automatically stay, delay, or terminate an amenity or access suspension.

When access has been suspended for safety, security, protection of Association property, or enforcement of facility rules, the suspension shall remain in effect during the review process unless the Board determines that the suspension should be modified or lifted.

The Board may reinstate access at any time if it determines that doing so is appropriate.

10. Board Discretion

The amounts shown in the Fine Schedule are **maximum guideline amounts** and do not require the Board to impose the maximum fine. The Board may impose any fine up to the amount stated for the applicable classification based upon the nature, severity, frequency, circumstances, and consequences of the violation.

The fine amounts and sanctions contained in this Policy are intended to promote consistent enforcement while allowing the Board reasonable flexibility to address the circumstances of each violation.

The Board of Directors retains the authority, in its reasonable discretion and consistent with the Condominium Documents, to reduce, waive, or otherwise modify a monetary fine or access suspension. In making such a determination, the Board may consider aggravating or mitigating circumstances, previous violations, cooperation following an incident, property damage, safety or security concerns, police or emergency response, and any other relevant factors.

The Board may impose more than one enforcement remedy when appropriate, including both a monetary fine and an amenity or access suspension.

Nothing in this Policy requires the Board to impose progressively increasing sanctions before imposing a higher-level sanction. A serious or major violation may result in the **maximum applicable fine, an access suspension, or both, on a first occurrence** when warranted by the circumstances.

11. Costs, Damages and Reimbursement

Monetary fines imposed under this Policy are separate from actual costs, damages, or expenses incurred by the Association as a result of a violation.

To the extent permitted by the Condominium Documents and applicable law, the Association reserves the right to seek reimbursement from the applicable Neighborhood Association for costs resulting from prohibited conduct, including, but not limited to:



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- Repair or replacement of damaged Association property;
- Cleaning or restoration expenses;
- Security or access-control expenses;
- Costs charged to or incurred by the Association as a result of police, fire, EMS, or other emergency response;
- Costs associated with securing or protecting Association property following an incident; and
- Other reasonable costs or expenses directly resulting from the violation.

Any reimbursement for actual costs or damages shall be in addition to, and not included within, any monetary fine imposed under the Fine and Enforcement Schedule.

Nothing in this Policy shall be interpreted as limiting any other remedy available to the Association under the Condominium Documents or applicable law.

12. Enforcement Not Exclusive

The remedies contained in this Policy are cumulative and are not intended to limit the Association's rights under the Master Deed, Condominium Bylaws, Association Bylaws, rules and regulations, or applicable law.

The Condominium Bylaws expressly provide enforcement remedies for violations of the use and occupancy restrictions.

The Association may pursue any additional remedy available under the governing documents when the Board determines that doing so is appropriate.

13. No Waiver

Failure of the Association to enforce a particular provision or impose a particular sanction in one circumstance shall not constitute a waiver of the Association's right to enforce that provision or impose an appropriate sanction in a subsequent circumstance.

Prior enforcement decisions shall not require the Board to impose an identical sanction when the circumstances of another violation are materially different.

14. Adoption and Effective Date

This Policy is adopted pursuant to the authority granted to the Board of Directors under the Rivertown Park Condominium Documents.

The Condominium Bylaws provide that copies of rules and regulations adopted by the Board must be furnished to each Co-owner at least ten (10) days before their effective date.

Accordingly, this Policy shall become effective no earlier than ten (10) days after it has been furnished to the Co-owners as required by the Condominium Bylaws.