

WARFIELDS II HOMEOWNERS ASSOCIATION, INC.

ENFORCEMENT & FINING POLICY FOR VIOLATIONS OF THE DECLARATION, BYLAWS, AND ARCHITECTURAL RULES

Policy Resolution No. 1

1. Purpose

The procedures set forth in this Enforcement & Fining Policy (the "Policy") for The Warfields II Homeowners Association, Inc. (the "Association") are intended to supplement the Association's Declaration of Covenants, Conditions and Restrictions (the "Declaration") dated February 27, 2006, and recorded among the Land Records of Howard County ("Land Records") in Liber 9990, folio 165 *et seq.* and the Association's By-Laws recorded among the Land Records in Liber 54, folio 384 *et seq.* (the "By-Laws"). Pursuant to Article VII of the Declaration, and Article V, Section 2(d) of the By-Laws the Board of Directors (the "Board") may adopt and enforce rules governing the use of lots and the Common Areas and further to impose sanctions, including fines, for violations. This policy establishes a fair, consistent, and legally compliant process for addressing violations.

2. Scope

This Policy applies to:

- Violations of the Declaration;
- Violations of the Bylaws;
- Violations of duly adopted Rules and Regulations; and
- Violations of Architectural Guidelines or failure to obtain required ARC approval

This includes, but is not limited to, unapproved exterior structures (e.g., sheds, chicken coops), unapproved modifications, and prohibited uses of lots.

3. General Enforcement Process

The Association will follow the enforcement steps required under Maryland law (Maryland Homeowners Association Act, §11B-111.10), including notice and an opportunity for a hearing before any fine is imposed.

Step 1 — Cease-and-Desist Demand Letter

The Board or its agent shall send a written demand to Cease-and-Desist from an alleged violation to the alleged violator, specifying:

- The nature of the alleged violation, and the section(s) of the governing document alleged to have been violated;
- The action required to abate the violation; and
- A period of time, not less than fifteen (15) days, during which the violation may be abated without further sanction, if the violation is a continuing violation, or a statement that any further violation of the same rule may result in the imposition of sanctions after notice and opportunity for hearing if the violation is not continuing.

Step 2 — Formal Violation Notice

If the violation continues, or the same rule is violated within twelve (12) months of the cease-and-desist letter, the Association will send a written **Violation Notice** that includes:

- The specific violation;
- The provision(s) violated;
- The action required to cure the violation;
- The proposed fine or sanction;
- The owner's right to request a hearing; and
- The deadline to request a hearing (not less than 15 days).

Step 3 — Hearing

If the owner requests a hearing:

- The Board will schedule a hearing and provide written confirmation of the date, time, and location, which time may not be less than ten (10) days after the date the request for a hearing was provided.

At the hearing:

- The owner may present evidence, witnesses, or written statements;
- The hearing shall be held in executive session;
- The Board will deliberate in executive session; and
- The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

Step 4 — Board Decision

Within 7 days after the hearing (or after the hearing deadline passes), the Board will issue a written decision stating:

- Whether a violation occurred;
- Whether a fine or sanction is imposed;
- The amount of the fine;
- Any required corrective action; and
- The deadline for compliance.

4. Fine Schedule

The following fine schedule is adopted to ensure consistency and fairness. Fines are per violation unless otherwise stated.

A. Architectural Violation Fines

The General Enforcement Process will be followed for Architectural Violations and the following fees may be assessed.

- **Failure to obtain ARC approval before construction:** \$50 initial fine + \$10 per day until approval is obtained or the violation is cured.
- **Construction or installation not in compliance with approved plans:** \$50 initial fine + \$10 per day until corrected.
- **Prohibited structures or uses (e.g., chicken coops, if prohibited):** \$100 initial fine + \$15 per day until removed.

B. General Covenant Violation Fines

The General Enforcement Process will be followed for General Covenant Violations, and the following fees may be assessed:

- **First violation:** \$25
- **Second violation of same rule:** \$50
- **Continuing violation:** \$10 per day

C. Immediate Threat or Safety Hazard Fines

Immediate Threat or Safety Hazard violations include, but are not limited to, conditions that pose a risk of bodily harm, fire, structural collapse, obstruction of emergency access, or other imminent dangers to persons or property.

The General Enforcement Process will be followed for Immediate Threat or Safety Hazard violations. In addition to contacting law enforcement or taking other legal action, the following fines may be assessed:

- Initial fine: \$100
- Daily fine for a continuing hazard: \$25 per day until the hazard is removed or corrected

5. Continuing Violations

A violation that persists after the compliance deadline is considered a **continuing violation** and may accrue daily fines until cured.

6. Collection of Fines

Unpaid fines:

- Are considered assessments under the Declaration;
- May be subject to late fees and interest; and
- May be collected through legal action or lien procedures as permitted by Maryland law.

7. Filing and Effective Date

This policy shall be:

- Adopted by majority vote of the Board of Directors;
 - Promulgated in writing to all members; and
 - Filed in the Homeowners Association Depository as required by the Declaration
- This policy becomes effective on the date of filing.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

The undersigned persons, constituting at least a majority of the members of the Board of Directors present at a meeting of the Board of Directors of The Warfields II Homeowners Association, Inc., duly called and held on the 23 day of February, 2026, have adopted this Enforcement & Fining Policy.

[Signature], Director

Beth Henderson, Director

[Signature], Director

_____, Director

_____, Director

CERTIFICATION

I, THE UNDERSIGNED, do hereby certify that I am the duly elected and acting Secretary of The Warfields II Homeowners Association, Inc., a Maryland non-stock corporation, and that the foregoing constitutes the Rules and Regulations of the said corporation, as duly adopted by unanimous written consent of the Association Board of Directors thereof on this 2 day of March, 2026.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Corporation this 2 day of March, 2026.

Beth Henderson (SEAL)
_____, Secretary