

## WILLOW CREEK PASS VILLAGE ASSOCIATION

### Policies and Procedures

#### Enforcement of Covenants:

All property owners within Filings 1-4 of Steamboat Lake Subdivision are bound by the terms outlined in the First Amended and Restated Covenants, Conditions, Easements, and Restrictions (CC&Rs) and the Amended and Restated By-Laws of Steamboat Lake Association (dba Willow Creek Pass Village Association). The Board of Directors, as established in the By-laws, is responsible for establishment of certain rules and regulations, as well as enforcement of the CC&Rs.

The CC&Rs, as well as the rules and regulations, are in place to protect the quality and safety of the community. The CC&Rs and the Board establish certain minimum levels of acceptable conduct. This includes guidelines for building construction, maintenance of lots and improvements, use of common areas, nuisance behavior, animals, etc. Copies of the CC&Rs, By-laws, and Rules and Regulations are available for download at the website ([www.wcpva.org](http://www.wcpva.org)), or by request from Double H Management.

In the event a property owner does not adhere to a particular aspect of the CC&Rs, or the established rules and regulations, it is the responsibility of the Board of Directors (and/or ECC) to establish compliance. The following procedure is followed:

- a) Property owner is notified in writing of the covenant violation, with a request and a reasonable deadline for compliance.
- b) In the event this does not remedy the situation, the Board may issue a fine for non-compliance, with another deadline. By-laws provide for fines up to \$500 per occurrence.
- c) If the situation is not remedied, the Board may take whatever action necessary to establish compliance. This may entail legal action, involvement of law enforcement, and issuance of further fines. The property owner is responsible for all costs associated with enforcement of the covenants.

#### Hearing Procedures:

If a property owner disagrees with a notification of CC&R or rule violation, they may request a hearing before the Board of Directors. A request for hearing must be made in writing, and mailed to Willow Creek Pass Village Association, C/O Double H Management, PO Box 775836, Steamboat Springs, CO 80477. A hearing will be scheduled at the next scheduled Board meeting or earlier if critical need.