

**PROCEDURES FOR LEVY OF SPECIFIC ASSESSMENTS FOR VIOLATION  
OF COVENANTS OR ARCHITECTURAL GUIDELINES OF  
ASHTON HEIGHTS OF FARMINGTON STATION PURSUANT TO ARTICLE 31 OF THE ASHTON HEIGHTS  
FARMINGTON STATION DECLARATION OF COVENANTS AND RESTRICTIONS**

1. A detailed description of the violation shall be maintained by the Management Company setting forth the name and address of the alleged violator, date of alleged violation and a detailed account of the alleged violation.
2. The Management Company will mail or hand-deliver a letter to the owner at the property address setting forth the alleged violation as a Final warning notice. The letter shall allow the homeowner 7 calendar days to rectify the alleged violation.
3. If the alleged violation is not rectified by the Homeowner within that 7 day time period, a 1<sup>st</sup> Violation Letter noticing a \$25.00 Specific Assessment will be sent via certified mail along with a Request for Hearing form. The Homeowner will then have 15 calendar days from the date of mailing to rectify the violation or deliver written request for a hearing of this assessment. A request for hearing shall not suspend the imposition of further specific assessments.
4. If the alleged violation is not rectified by the Homeowner within that 15 day time period, a 2<sup>nd</sup> Violation Letter noticing a \$50.00 Specific Assessment will be sent via certified mail along with a Request for Hearing form. The Homeowner will then have 15 calendar days from the date of mailing to rectify the violation or deliver written request for a hearing of this assessment. A request for hearing shall not suspend the imposition of further specific assessments.
5. If the alleged violation is not rectified by the Homeowner within the 15 day time period, a 3<sup>rd</sup> Violation Letter noticing a \$100 per day continuing specific assessment for each calendar day thereafter that the violation is not rectified. Once rectified, the Homeowner will have 15 days from the date of the correction to deliver written request for a hearing of this assessment. A request for hearing shall not suspend the imposition of further specific assessments if the violation reoccurs.
7. All specific assessments shall be independent and cumulative. The alleged violator will have the right to due process and be able to pursue his/her appeal to the Board only within the allowed time period. If the alleged violator does not pursue his/her appeal, the Specific Assessment in question shall be final and not subject to any further review. If the homeowner does pursue his/her appeal, the Board will hear the alleged violator's position at its regularly scheduled meeting, the Board will then decide whether to enforce or to rescind the Specific Assessment. The hearing, discussion, and determination can be held in a closed meeting. Once the determination is made, the regular meeting will be reconvened, and the vote to accept or reject the appeal will be taken by the Board.
8. Once a Specific assessment becomes final, it shall be assessed to the Homeowner's account and collected in accordance with Article 34 of the Ashton Heights Farmington Station Covenants and Restrictions.
9. If a homeowner commits the same violation within a one year period, the first specific assessment shall be set at \$50.00, and thereafter, the specific assessment being \$100.00 per day until the violation is rectified. All notice and appeal procedures shall be in accordance with that stated above.

**REQUEST FOR A HEARING**

I hereby request a hearing, to discuss with the Board, the charges made against me as contained in the Notice of Violation dated \_\_\_\_\_, 20\_\_\_\_, alleging a violation of the Covenants, By-Laws, Architectural Guidelines or Rules and Regulations of Ashton Heights Of Farmington Station.

\_\_\_\_\_  
Signature Owner's Name- Printed

\_\_\_\_\_  
Address City, State Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_, 20\_\_\_\_

Date

Please return immediately by certified mail to Home-Land Neighborhood Management at P.O. Box 320248, Flowood, MS 39232.