

BELICIA ESTATES LANDOWNERS ASSOCIATION RULES AND REGULATIONS 2024

1. Annual Assessment

- Residents who pay their annual dues after January 31 will be assessed a \$150 late charge penalty applied every 30 days until paid in full. If annual dues remain unpaid after January 31, interest shall accrue at 18% per annum, applied to both the delinquent dues and any late charges.
- Notices for annual dues will be sent every year 30 days prior to the due date (January 1) and late reminders on January 15.

2. Fees

- ACC construction deposits:
 - i. Small project (fence, wall) \$500
 - ii. Large project (storage shed, deck, paved driveway) \$1000
 - iii. Addition w/foundation (studio, casita or like structure) \$5000
 - iv. New residence \$6500

3. Transfer fees set at \$500 by the Board in 2017

4. HOA Disclosure preparation fee set at \$300 by the Board in 2024

5. Rules and Regulations Timeline

- When the Belicia Board proposes a new Rule and Regulation, an email will be sent to the community advising of the proposed new Rule and Regulation. The Community will have ten (10) days to request a meeting with the Board to discuss the new proposed rule. If no meeting is requested within these ten (10) days, the Rule and Regulation will become effective on day eleven. (11)
- If a meeting is requested, the Community will be notified of the meeting time and location prior to the meeting date.

6. HOA Complaint to Belicia Board

- If a member of the Belicia HOA has a concern about a covenant violation, they are encouraged to work out issues with neighbors before filing a complaint with the Board.
- All complaints to the Board must be in writing with details of the complaint and signed by the resident filing the complaint. The Board will review, determine action, and respond in writing to the resident who complained within 30 days.
- The Board will endeavor to maintain anonymity of the complainant if requested.
- Written complaints will be discussed by the Board in a closed confidential session. The HOA member, Board or community member, filing the complaint cannot be present during the Board discussion.

BOARD GUIDELINES FOR HANDLING A COVENANT COMPLAINT

Upon receipt of a written and signed complaint, the Board member who received the complaint will notify all Board members and coordinate distribution of the complaint to the Board members.

1. The Board will designate two members to investigate the complaint as thoroughly as reasonably possible
2. Information acquired through the investigation, which will include review of applicable covenants, further information gathered from the complainant and any other HOA members who may be identified as knowledgeable of the concern.
3. The HOA member who is subject of the concern notified of the complaint and will be interviewed.
4. After distribution of the investigative report, the Board will meet to discuss appropriate actions or remedy and craft a written response to the complainant.
5. HOA member whose actions are the subject of the complaint will be notified in writing from the Board of any action taken.
6. Follow up documentation to resolution of the concern will be reviewed at a subsequent Board meeting in 60-90 days.