

*Forest Oaks II*  
*Homeowners' Association*  
P. O. Box 12321, Murfreesboro, TN 31729  
[www.forestoaks2.com/home/](http://www.forestoaks2.com/home/)

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HOMEOWNERS ASSOCIATION

PROCEDURE TO INSURE COMPLIANCE WITH AMENDED and RESTATED MASTER DEED, BY-LAWS, and RULES AND REGULATIONS

The Board of Directors for Forest Oaks II has established the following procedure to insure compliance with the Master Deed, By-Laws, and Rules and Regulations of Forest Oaks II:

1. **FIRST NOTIFICATION:** Written Warning – The Unit Owner will be given written notice of violation or non-compliance and the basis therefore. The Unit Owner will have ten (10) days of the date of the written warning to be brought into compliance.
2. **SECOND NOTIFICATION:** If the violation or non-compliance is not brought into compliance or a satisfactory resolution is not presented in writing by the Unit Owner and accepted by the Board within ten (10) days of the Written Warning the Board shall be authorized to: (a) assess a reasonable fine and/or take necessary actions to achieve compliance at the expense of the Unit Owner. The Board is authorized to levy additional fines without further notice or opportunity to cure in the event of multiple or continuing violations. 1<sup>st</sup> fine 100.00  
Each fine levied by the Board for the same offense will increase by \$50.00 per incident
3. **THIRD NOTIFICATION:** The Unit Owner will receive a letter from the attorney explaining the legal procedures necessary to enforce collection and compliance.

Please be aware that the Board has the authority to pursue collection by filing an action to secure a lien and/or judgment. Any expenses incurred, including court costs and attorney's fees, will be the financial responsibility of the unit owner.

This procedure will be applied to the enforcement of all portions of the Forest Oak II Amended and Restated Master Deed, By-Laws, and Rules and Regulations.

FOREST OAKS II – BOARD OF DIRECTORS