



*Steeplechase Community Services Association*  
***RULES, REGULATIONS, POLICIES & SPECIFICATIONS***

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Adopted: 12/88  
Revised: 7/8/04; 7/3/08  
Reviewed: 1/5/00; 2/07  
Revised and Effective: January 1, 2011  
Revised 5/19/14  
Effective: 7/1/14

**RULES ENFORCEMENT**

1. The Board has the authority and the duty to take action any time a member of the Board becomes aware that a rule has been violated.
2. A resident may request the Board to consider a perceived rule violation by following one of the following methods:
  - a. Submit an "Alleged Rule Violation Form" to a member of the Board and/or the Managing Agent. This Form must be completed in full.
  - b. Call a member of the Board or the Environmental Protection Committee. If the person who has been notified verifies that a rule violation has occurred, he/she will submit a written report to the Managing Agent. Such report will not include the name of the complaining resident.
3. When the Managing Agent receives a complaint in accordance with Paragraph 2, they will notify the alleged offending party:
  - a. Providing details of the complaint
  - b. Informing the alleged offender that if the allegation is true, the behavior must cease; if property has been altered, the area must be restored to its original state
  - c. Advising the alleged offender that, if the allegation is incorrect, he/she must notify the Board or the Board's Managing Agent within 10 days.
4. Such party shall have the right to submit a statement and/or request a hearing before the Board. In the event the alleged offending party does not respond within 10 days, the Board shall conclude that a rule violation has occurred and the written notice will be deemed the warning letter.
5. Notwithstanding Paragraphs 3 and 4 above, in the event a Rule Violation has caused damage to Common Property, the Board shall require the offending party to incur whatever cost is necessary to repair such damage.

6. Notwithstanding any other provision of this Policy, if a resident proceeds with any work to the exterior of a residence prior to submitting a required Alteration Request Form and prior to receiving approval, the resident shall be fined \$50 whether or not the Alteration Request is ultimately approved. The offending party will have the right to appeal the fine, by contacting the Managing Agent, in writing, within ten (10) days from the date of the fine letter and request a hearing.

7. Except as otherwise provided in Paragraph 8:

In the event the Board finds that an individual has violated a rule, the individual shall be advised that the violation must be corrected and the Board advised within ten days of the date of the letter how/when such violation will be corrected.

8. In the event:

- o An individual refuses to take corrective action; and/or
- o The Board finds that an individual has violated a rule again, after having been warned in accordance with Paragraphs 3 and 4 above:

the Board, or the Board's Managing Agent, will send a written notice to the offending party containing the following information:

- a. Description of the Violation
- b. A demand that the violation cease
- c. A statement that a fifty dollar (\$50.00) fine shall be imposed
- d. A statement that, if the offending party wishes to appeal the fine, he/she must contact the Board, in writing, within ten (10) days from the date of the letter and request a hearing
- e. A warning that, if the violation continues beyond ten (10) days following the date of the letter, a fine of ten dollars (\$10.00) per day will be imposed for every day that the violation remains uncorrected
- f. If the level of fine against an individual reaches two hundred dollars (\$200.00) without any payment, the Board may elect to take legal action.

8. Notwithstanding the above, the Board shall have the authority to take any action it deems necessary to protect the assets of the Community.

Board President Judi Spring Date 5/28/14  
Board Secretary Michael F. Romane Date 5/28/14

**ALLEGED RULE VIOLATION REPORT FORM**

July 1, 2014

PLEASE COMPLETE THIS FORM WITH AS MUCH INFORMATION AS POSSIBLE ...  
YOU MUST COMPLETE YOUR NAME AND ADDRESS. SEND TO:

Steeplechase Community Services Association  
c/o Community Management Professionals LLC.  
102 Broadway Street, Suite 500  
Carnegie, PA 15106-2486

Name and Address of person reporting the alleged violation:

\_\_\_\_\_  
\_\_\_\_\_

Description of Violation: \_\_\_\_\_

\_\_\_\_\_

Date/Time Violation Occurred: \_\_\_\_\_

Location of Violation: \_\_\_\_\_

Name and Address of offending Party:

\_\_\_\_\_  
\_\_\_\_\_

Did you personally observe this violation?     Yes     No

Any additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is accurate to the best of my knowledge.  
I am willing to assist the Board with resolving this matter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date