



Covenants Compliance (Violations) Policy

OPERATIONS

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VERSION
1.0

EFFECTIVE
2025

REVIEWED
2025

POLICY

Barkan is committed to tracking and maintaining accurate records of homeowner violations of association governing documents, including the Declaration, Bylaws, and Rules and Regulations of each community. All employees involved in community operations are responsible for enforcing and tracking covenant compliance in a consistent, fair, and professional manner. These documents should be clearly identified and readily available to all staff.

Procedure

1. Management is required to track violations by unit, whether the violation is committed by the unit owner, tenant, or guest. All management staff must maintain a working knowledge of the community's governing documents and any Board-approved enforcement procedures.
2. Management must work with the applicable Administrative Staff or Support to ensure all notices, letters, and templates are properly configured in the management system. All compliance correspondence and procedures must align with the governing documents.
3. Managers must understand the compliance requirements specific to their assigned communities. This includes, but is not limited to, the following information to be maintained on the Property Fact Sheet:
 - a. Number and frequency of inspections
 - b. Reinspection schedule
 - c. Notice timelines
 - d. Architectural/Design Review Board (ACC/DRC) contact information
 - e. Hearing and fine procedures

Notice and Documentation

1. All compliance letters must be sent to the unit owner's address of record.
 - a. If the unit is leased, ensure you have the alternate address for the owner
2. All certified mailings must include a return receipt, and the record of mailing and receipt shall be maintained in the owner file or correspondence by administrative personnel.



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3. All correspondence must be reviewed and approved by Management prior to mailing.

System Entry and Reporting

1. All violations must be recorded in the Violations system.
2. Compliance reports shall be included in the monthly Management Report to the Board.
3. Copies of all violation letters, supporting documentation, and related correspondence must be retained and organized in the community's electronic and/or physical records.