



## PROPERTY MANAGEMENT PROCEDURES ON HOW TO HANDLE HOA VIOLATIONS

1. HOA (Homeowner's Association) Violation is an issue between the tenant and the owner. We as a management company can help to coordinate between the tenants and the HOA upon the owner's request. SierraLV Property Management and Realty will discuss the details and coordinate on resolving the issues with owner's HOA.
2. All violations have a limited time frame to be resolved & reported back to the HOA. Therefore, it is crucial to have the homeowner arrange with their HOA to ensure correspondence to be sent to the owner has immediate access to. SierraLV Property Management and Realty is not responsible should the owner fail to update their mailing address, causing delay or not being able to receive mail due to the mail be sent to the rental address or to our company address. Neither the tenants, nor SierraLV Property Management and Realty is responsible to receive the owner's mail.
3. Typically, the HOA violation comes with 3 written notices, if nothing has been resolved afterwards, the HOA will schedule a hearing. Homeowners or their authorized representatives must attend the hearings in person to dispute the violation. If the homeowner requests our company to send a representative, we will charge a trip fee of \$50 per trip, plus \$30 per hour. After the hearing, if the violation is confirmed, there will be continuous fines on a weekly basis until the violation is removed. If left unresolved, this will lead to HOA officially recording a lien against the real property. At that point, it can cost the homeowner thousands of dollars to remove the lien due to the legal fees involved. Therefore, we highly recommend the homeowner to cure the violation should the tenant choose to be ignorant or irresponsible. After all, the HOA has a right and will impose all liabilities on the real property and eventually to the owner of the property. Homeowners can pursue an eviction & lawsuit for damage toward the tenant for breaching as an option if they are not co-operating.
4. When the Homeowner receives the first notice of violation, please forward to our office asap! We will notify the tenant immediately, address the issue that needs to be corrected, and demand the tenant to correct it.
5. We will contact the HOA to update the correction only after we have received confirmation from the owner or the tenant that the violation has been corrected.
6. If the tenant is not responding by the time the owner receives the 2nd notice, we will send out contractors to correct the issues if it is something that we can approach without the tenant's consent or co-operating, or the owner can send their own contractor to complete it. A certified mail to the tenant to collect the cost involved to resolve the issue along with the rent due for the following month once we receive the invoices and confirmation of job completion from the contractors. If the tenant refuses to pay the cost, the owner has the right to refuse the rent & move on with eviction on the basis of not paying full rent.

OWNER INT \_\_\_\_\_ OWNER INT \_\_\_\_\_ OWNER INT \_\_\_\_\_

7. The homeowner understands & agrees to pay for the cost involved in correcting the violation. The contractor sends out by SierraLV Property Management and Realty for the charges, and the homeowner will reimburse SierraLV Property Management and Realty within 5 days upon receiving the invoices along with \$45 for creating and sending out certified mail. Owner will be reimbursed should we be able to collect from the tenants.

8. If the violation is regarding the nuisance, we recommend the homeowner to start an eviction based on the nuisance the tenant had created. The HOA violation letter will be strong evidence to present to the judge.

9. Our goal is before the final hearing is scheduled; all violations are to be taken care of. Therefore, homeowner doesn't need to suffer even greater damages.

10. We understand the homeowner will be feeling frustrated and stressed out by the violation letters. It is our common goal to try to address and resolve the issue of the tenant to be in comply with the HOA's CC&R's and any city or county codes. However, when a tenant is in violation and refuse to correct the violation or refuse to pay for the cost and/or make any arrangement to cure the violation, we have no real means to make them do it. We are just property management company. Any dispute between the tenant and the owner should be resolved between themselves or using legal means.

11. All of the above are merely recommendations from the real estate practitioner's standpoint. We are not providing any legal advice or opinions on any legal issues might be involved here, including but not limited to; eviction law in Nevada; Nevada tenant and landlord act; Nevada small claim lawsuit; and/or other lawsuit or legal actions and/or processes. The homeowners are strongly advised to seek legal advice through a licensed Nevada attorney. Our practice or point of view should not constitute any legal advice or service. The homeowner is made aware neither the broker of SierraLV Property Management and Realty, nor any of the licensees within the company is acting in the capacity of a licensed attorney, nor shall we provide any legal advice or services.

---

OWNER: DATE:

---

OWNER: DATE:

---

OWNER: DATE: