

Country Club Villas Homeowner's Association

5200 Villa View Dr. #21A

Farmington, NM 87402

To: All CCV HOA Owners

Date: November 9, 2019

ROOF TILE POLICY

This policy replaces previously issued Broken Roof Tile Policy dated 3/13/13. Due to non-compliance with the previously issued Policy, the Board has decided to revisit the issue. Effective immediately any damage to the roof tiles will be the responsibility of the owner. Owners are Responsible for instructing any/all HVAC, swamp cooler, satellite installers etc. as to the proper method of accessing the roof. All maintenance/repair and /or service personnel are still required to contact the manager prior to and/or upon entering the complex. If you are in doubt regarding this procedure contact the manager at 505-327-1005 or by email (manager@ccvhoa.net).

Access to the flat-roof areas should be achieved using two-story ladders over the parapet walls – which will eliminate need to walk on the roof tiles. The Unit Owner shall inform all maintenance personnel of this requirement.

For the safety and security of all residents, the manager must know who is in the complex. Fines will be assessed to the owner as follows:

- 1) First offense \$50
- 2) Second offense ... \$100
- 3) Third offense ... \$100 and Offender will be denied future access to the complex.

Sincerely,

Country Club Homeowners Association Board of Directors