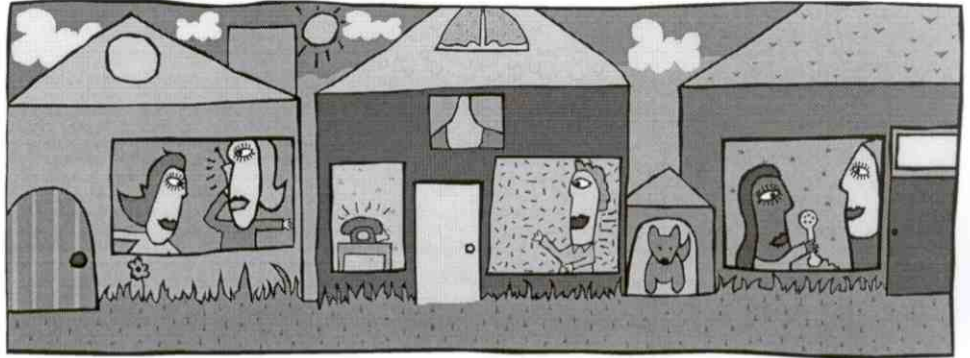


# Compliance Policy

**BAY STREET ONE  
CONDOMINIUM ASSOCIATION**  
c/o Neighborhood Association  
Management, Inc.  
P.O. Box 10968  
Pleasanton, CA 94588  
(925) 243-1797  
(925) 243-1798 Fax  
Nam@Neighborhoodam.com  
www.Neighborhoodam.com



April 1, 2006

Dear Resident:

Our Homeowners' Association, like all homeowners' associations, has restrictions, rules, policies, etc that all residents are to comply with. Should a complaint be received that a resident(s) is non-compliant with any of the Association's Governing Documents (e.g., CC&Rs, policies, etc.), the Association will follow this policy to obtain compliance with the Governing Documents. Should you need any clarification regarding this policy, please don't hesitate to contact our management firm using the information found on this policy. Thank you.

Your Board of Directors

## POLICY PROCEDURE

1. Any resident may make a complaint (preferably in writing) to the Association, via management, that another resident (s) is not in compliance with the Governing Documents.
2. As a result of the above, management will send a notice to the non-compliant owner (with a copy sent to the tenant, if applicable).
3. This notice sent by 1<sup>st</sup> class or certified (if a hearing) mail will at least mention which part of the Governing Documents the resident is not in compliance with, and when as well as how the Board would like the resident to come into compliance with the Governing Documents. It may also include a notice to attend a hearing (cf., Various Methods To Resolve The Dispute).