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RAVENNA

Homeowners Association

Standards & Enforcement

*February 24, 2025*

To: Ravenna Community Homeowners Association Members  
From: Ravenna Board of Directors  
Date: February 24, 2024  
Ref: Declaration of Covenants

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## 1. INTRODUCTION

The purpose of this document is to help preserve our property values by outlining the Ravenna HOA Standards Enforcement process. It is important for all Ravenna HOA homeowners to understand that the Board's primary goal is compliance, not issuing fines; however, fines are the only available enforcement tool after attempts to resolve issues through non-compliance letters have been exhausted. Additionally, homeowners should be aware that the Virginia Property Owners' Association Act (§ 55.1-1833 of the Code of Virginia) authorizes the Board to place liens on properties owned by Ravenna HOA members who remain significantly delinquent in paying monthly dues or fines.

Our property management company will conduct Major Inspections in the Spring, Summer, and Fall and unplanned inspections at the request of the Board, by the Board or Architectural Standards Committee, or as follow-up inspections. Each home will be assessed against the following items:

- Lawns (green, dense, consistent, grass, weed free, uniform height)
- Siding and Shutters (free of aged/faded appearance; clean and free of dirt, mold, and mildew)
- Clutter (as seen from roadway and that which is more visible to your neighbors than to yourself)
- Stain-free driveways, curbs, sidewalks, steps, mailboxes (Clean and free of dirt, rust, mold, and mildew)
- Front and Side Doors/Door Jams (free of aged/faded appearance & in good condition)
- Garage Door (free of aged/faded appearance & in good condition)
- Rust free light fixtures
- Vegetation free flower beds
- Removal of vegetation from pavement seams and cracks

There are four categories of violations, each processed differently:

1. Unapproved improvements
2. Lawn Maintenance
3. Repeat Violations
4. Recalcitrant Violations

All second violation notices will be accompanied by a picture of the violation to ensure clarification of the violation.

## 2. PROCESSING UNAPPROVED MODIFICATION/IMPROVEMENT VIOLATIONS

Failure to obtain approval for a required home improvement is a serious violation that may result in fines of up to \$500 and a directive to reverse the unapproved improvement. Home improvements that do not require architectural approval are outlined in the Ravenna HOA Architectural Standards. When an unapproved improvement is identified, the Board will notify the homeowner and schedule a hearing, providing the homeowner an opportunity to present their case. After the hearing, the Board of Directors will decide whether to impose a fine, determine the fine amount, and establish the necessary actions the homeowner must take to resolve the violation. If the homeowner fails to pay the fine or comply with the Board's directives, the Board will initiate court proceedings, at the homeowner's expense, to enforce compliance.

### *Important information regarding home improvements*

- **Home Improvement/Modification Request is required.** If there is any doubt whether a Ravenna Architectural Modification Request Form is required, submit the request form. Without it, informal misunderstandings and confusion can result.
- **Grandfathering.** No unapproved improvements will be grandfathered.
- **Home Improvement Request.** The Architectural Standards contain the Ravenna Architectural Modification Request Form and it must be completed in accordance with the instructions. In the unlikelyhood that the homeowner is unable to locate the required home survey, the homeowner must use satellite imagery of the neighborhood or a drawn lot plot to its best advantage to describe the locations and size of the improvement.
- **Architectural Submittal.** There is NO COST to submit a Ravenna Architectural Modification Request Form.
- **Deck Replacement Approval Required.** Since there is no way for Ravenna subdivision management to know whether a new improvement or a replacement (i.e. decks or concrete/paver replacement) is in progress, architecture committee approval is now required for the replacement of anything that would have required prior approval, to include the replacement of original decks. If the replacement is to be identical to the one it replaces, just take pictures of the old improvement and submit them with the request. No neighbor coordination is required for exact one-for-one replacements.

- **Architectural Standards Committee Approval.** Unless an exception is granted, any approved improvements must be completed within six months of approval. The homeowner must inform the Ravenna Property Management Company when the approved project is completed and as coordinated with the homeowner, allows entrance onto the property by a Board approved inspector to ensure the improvement was in accordance with the approved request.
- **Architecture Approval Requests.** The Ravenna Architectural Standards Committee is very responsive to improvement/modification requests. You can submit them via email to [the](#) ASC and current management company (emails are located on the Ravenna Architectural Modification Request Form).
- **Separate Approval Request for. Deviations/ Exceptions.** It is not the Board's or the ASC's responsibility to ensure a submitted project plan is free of deviations from the Ravenna HOA Architectural Standards--his is the homeowner's responsibility. If an exception/deviation to the Ravenna HOA Architectural Standards is desired, it must be requested in a letter separate, from the Ravenna Architectural Modification Request Form, and specifically identified as a request for deviation/exception, and receive separate approval.
- **Tree Replacements.** No ASC approval is required to replace a tree with another tree.

### 3. PROCESSING LAWN MAINTENANCE VIOLATIONS

Except for established Zoysia and Bermuda grass lawns, annual care and feeding of lawns is essential. Our lawns were initially laid with tall fescue sod, and it is the predominant grass for the neighborhood. Unfortunately, tall fescue does not propagate, does age, and dies. The harsh summer conditions in Chesapeake accelerates this process. Therefore, tall fescue lawns need to be overseeded/reseeded every Fall to maintain their appearance. Based on soil conditions and weather, some lawns may require a complete seeding annually. See the following link for instructions on how to properly maintain Tall Fescue Lawns:

<https://www.lawnstarter.com/blog/grass-guides/tall-fescue-lawn-maintenance-guide/>

The standard for lawns is that, from the curb beginning May and continuing throughout the lawn's growing season, a lawn:

1. is comprised of grass
2. appears to be dense (such that no ground is seen)

3. be of a uniform green color
4. be of a uniform height and
5. be free of other vegetation (weeds).

#### 4. REPEAT VIOLATIONS

The following process will be used to enforce the standards upon repeat violators for violations such as leaving trash bins in the street for extended periods of time, overstaying RVs, or failure to mow lawns regularly and other violations. The homeowner in violation will be sent a warning for each of the 1<sup>st</sup> two violations of the same type. Upon the 3<sup>rd</sup> repeat violation within a year, the homeowner will be summoned to a Process Hearing. The Board will decide at that hearing what fine will be imposed the after the third violation notice—by law Ravenna HOA Board can fine homeowners \$10 per day for 90 days or until the homeowners complies with Ravenna HOA standards. If it becomes apparent over time that fines are not a deterrent in ending the repeat violations, a special hearing will be scheduled at which time the homeowner will be warned that the next repeat violation will result in civil litigation at the homeowner's expense. The results of all hearings will be mailed to the homeowner via registered mail.

#### 5. RECALCITRANT VIOLATIONS

Recalcitrant Violations are divided into 3 categories based upon the estimated time required to correct the violation. The process for enforcement for each violation will be the same but with different suspense periods. The process is as follows:

- Initial Discovery
- Violation Reporting
- Data Base Update
- 1st Violation Letter with suspense
- Compliance Check
- 2nd Violation Letter with suspense
- Compliance Check
- 3rd Violation Letter (Registered) with suspense and hearing date
- Compliance Check
- Hearing
- Hearing Letter (Registered) with fine schedule, final suspense date and legal ramifications should they comply by suspense)
- Fines initiated
- Compliance Check
- Civil Litigation Proceedings initiated

## **Components of the Ravenna Homeowners Association Enforcement System For Recalcitrant Violators**

**Violation Inspections/Reporting.** While the Ravenna Property Manager is the primary violation inspector, any Ravenna homeowner/renter can report a violation. Board and ASC members can conduct more frequent neighborhood inspections at their discretion. Any violations identified and reported by other than the Ravenna Property Manager must be accompanied by a photograph that clearly characterizes the violation. All violations will be reported to the Ravenna Property Manager, with copies to members of the Board. The Ravenna Property Manager will serve as quality control on all reported violations prior to acting on them. Any violations reported by a member of the Board or ASC and refused by Ravenna Property Manager for action will be adjudicated at the next Ravenna HOA member meeting.

**Violation Notices.** The Ravenna Property Manager is responsible for all homeowner correspondence relating to the enforcement of maintenance standards.

**Violation Tracking.** Ravenna Property Manager is responsible for tracking all aspects of each violation and sharing that data via E-mail with the members of the Board.

**Suspenses.** The period allowed for compliance varies by the Category of violation. At the end of each period, a suspense is established. Generally, the Board will follow a 3 strikes policy. The 1st suspense is a warning. A second suspense with a shorter period will follow. Missing the second suspense will result in the establishment of a 3rd pre-hearing suspense. This period for this 3rd suspense is predicated upon the date of the next or subsequent Board meeting/special Hearing. Failure to comply by the 3rd suspense results in the requirement to appear before the Board at the Hearing. At the Hearing, a 4th and final suspense will be set. Failure to meet this suspense will result in the issue being handed over to the lawyers for civil litigation.

**Compliance Inspections.** Only Ravenna Property Manager, Members of the Board, or Members of the ASC can conduct Compliance Inspections. They can be conducted any time after the day set as the established suspense for the violation. If the violation remains uncorrected following a compliance check by Members of the Board or Members of the ASC, the failure will be reported to Ravenna Property Manager together with a photograph characterizing the failure. Based on the Category of the Violation, Ravenna Property Manager will send a letter that reminds the homeowner they remain in violation and either; 1) establishes a new suspense, 2) establishes a new suspense and schedules a hearing, or 3) schedules a suspense after which the issue will be turned over the lawyers for processing.

**Hearings.** Hearings are the primary enforcement mechanism for recalcitrant or repeat violators. Per Virginia law, a minimum of 14 days' notice of a scheduled hearing must be given to a homeowner and it must be sent registered mail. It is only after a hearing that fines

can be levied. Hearings will be scheduled in conjunction with Board meetings or independently as required. Every effort will be taken to conduct a compliance check prior to the Hearing to enable cancellation of the Hearing should the issue be resolved.

**Fines.** Fines are determined by the Board at the Hearing. Fines can begin the day following the Hearing. Fines are limited to \$10/day for up to 90 days or \$50 per repeat violation. The decision of the Board will be sent in a registered letter to the homeowner.

If a homeowner fails to correct the violation by the deadline established at their hearing, it will be assumed that they dispute the authority of the Ravenna Homeowners Association. In such cases, the matter will be escalated to the Association's legal representatives for pursuit in civil court. According to Ravenna's governing documents, all legal and court-related costs incurred by the Association in seeking resolution will be the responsibility of the homeowner in violation. A registered letter will be sent to the homeowner following the hearing to formally notify them of this next step.



## CATEGORY 1 VIOLATION PARAMETER

**Category 1** Recalcitrant violations are any violations that are estimated to require more than 48 hours to correct. The list below is not exhaustive. Examples of **Category 1** violations are:

- Painting/Re-painting
- Staining/Re-staining
- Dirt/mildew on siding
- House/Accessories Disrepair • Concrete Disrepair
- Dead trees/bushes
- Mailbox unpainted/disrepair
- Bad lawn patches/bare spots
- Driveway/house stains
- Dog barking (multiple complaints)
- Unapproved Major Projects

Once reported, the Ravenna Property Manager will send a letter establishing a suspense for correction **4 weeks from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the compliance check reveals the homeowner non-compliant, Ravenna Property Manager will send a letter establishing a 2nd suspense date, **2 weeks from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the 2nd compliance check reveals the homeowner non-compliant, Ravenna Property Manager will send a registered letter establishing a hearing date a minimum of 15 days from the date of the letter with a 3rd suspense being the Thursday prior to the hearing. This enables time to cancel the hearing should the homeowner comply within this period. Fines will begin the day after the hearing and continue until compliance (max of 90 days). The homeowner will be given a 4th suspense **3 weeks from the date of the Hearing Letter** to comply, after which the issue will be handed over to the Ravenna HOA lawyers for civil litigation at the expense of the homeowner. The homeowner is allotted a **minimum of 81 days to correct** the issue before civil litigation begins.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Jul	27	28	29	30	31	1 Aug
		Discovery and Reporting	1 <sup>st</sup> Violation Letter			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			4 Weeks			
16	17	18	19	20	21	22
23	24	25	26	27	28	29
			1 <sup>st</sup> Suspense	Compliance Check	2 <sup>nd</sup> Violation Letter	
30	31	1 Sep	2	3	4	5
					2 Weeks	
6	7	8	9	10	11	12
					2 <sup>nd</sup> Suspense	Compliance Check
13	14	15	16	17	18	19
	3 <sup>rd</sup> Violation Letter/Hearing Notice					
20	21	22	23	24	25	26
27	28	29	30	1 Oct	2	3
4	5	6	7	8	9	10
				3 <sup>rd</sup> Suspense	Compliance Check	
11	12	13	14	15	16	17
		Hearing	Hearing Letter Fines Begin			
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			3 Weeks			
1 Nov	2	3	4	5	6	7
			4 <sup>th</sup> Suspense	Compliance Check	Civil Litigation	

15 Days Minimum

## CATEGORY 2 VIOLATION PARAMETERS

**Category 2** recalcitrant violations are any violations that are estimated to require between 3 - 48 hours to correct. Examples of **Category 2** Violations are:

- Excess weeds in mulch beds •
- Excess weeds in flower beds •
- Grass too high
- Mildewed/dirty steps/landing/porch
- Lawn not edged
- Vegetation in in pavement/cement seams
- Unapproved Minor Projects

Once reported, the Ravenna Property Manager will send a letter establishing a suspense for correction **2 weeks from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the compliance check reveals the homeowner is non-compliant, the Ravenna Property Manager will send a letter establishing a 2nd suspense date, **1 week from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the 2nd compliance check reveals the homeowner non-compliant, Ravenna Property Manager will send a registered letter establishing a hearing date a minimum of 15 days from the date of the letter with a 3rd suspense being the Thursday prior to the hearing. This enables time to cancel the hearing should the homeowner comply within this period. Fines will begin the day after the hearing and continue until compliance (max of 90 days). The homeowner will be given a 4th suspense **2 weeks from the date of the Hearing Letter** to comply, after which the issue will be handed over to the Ravenna HOA lawyers for civil litigation at the expense of the homeowner. The homeowner will be allotted a **minimum of 53 days to the correct** the issue before civil litigation begins.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Jul	27	28	29	30	31	1 Aug
		Discovery and Reporting	1 <sup>st</sup> Violation Letter			
2	3	4	5	6	7	8
			2 Weeks			
9	10	11	12	13	14	15
			1 <sup>st</sup> Suspense	Compliance Check	2 <sup>nd</sup> Violation Letter	
16	17	18	19	20	21	22
					1 Week	Compliance Check
23	24	25	26	27	28	29
	3 <sup>rd</sup> Violation Letter/Hearing Notice					
	31	1 Sep	2	3	4	5
				3 <sup>rd</sup> Suspense	Compliance Check	
6	7	8	9	10	11	12
		Hearing	Hearing Letter			
			Fines Begin			
13	14	15	16	17	18	19
			2 Weeks			
20	21	22	23	24	25	26
			4 <sup>th</sup> Suspense	Compliance Check	Civil Litigation	
27	28	29	30	1 Oct	2	3

15 Day Minimum

## CATEGORY 3 VIOLATION PARAMETERS

**Category 3** Recalcitrant violations are any violations that are estimated to require less than 3 hours to correct. Examples of **Category 3** violations are:

- Excess Boat Storage
- Excess RV/camper/trailer storage
- Extended Holiday Decorations
- Unauthorized Signs
- Unauthorized Trash Can Storage
- Unlicensed Vehicle Parking
- Unsightly Lawn/Porch Decorations • Mowed grass left on paved surfaces •
- Garbage/Recycle bins left out
- Garbage/Recycle bins in front of house

Once reported, the Ravenna Property Manager will send a letter establishing a suspense for correction **1 week from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the compliance check reveals the homeowner non-compliant, Ravenna Property Manager will send a letter establishing a 2nd suspense date, **4 days from the date of the letter**. A compliance check will be conducted anytime subsequent to that date. If the 2nd compliance check reveals the homeowner non-compliant, Ravenna Property Manager will send a registered letter establishing a hearing date a minimum of 15 days from the date of the letter with a 3rd suspense being the Thursday prior to the hearing. This enables time to cancel the hearing should the homeowner comply within this period. Fines will begin the day after the hearing and continue until compliance (max of 90 days). The homeowner will be given a 4th suspense **1 week from the date the Hearing Letter** to comply, after which the issue will be handed over to the Ravenna HOA lawyers for civil litigation at the expense of the homeowner. The homeowner will be allotted a **minimum of 36 days to correct** the issue before civil litigation begins.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Jul	27	28	29	30	31	1 Aug
		Discovery and Reporting	1 <sup>st</sup> Violation Letter			
2	3	4	5	6	7	8
			1 Week ↓ 1 <sup>st</sup> Suspense	Compliance Check	2 <sup>nd</sup> Violation Letter	
9	10	11	12	13	14	15
		2 <sup>nd</sup> Suspense	Compliance Check	3 <sup>rd</sup> Violation Letter/Hearing Notice		
16	17	18	19	20	21	22
23	24	25	26	27	28	29
			3 <sup>rd</sup> Suspense	Compliance Check	Hearing	
30	31	1 Sep	2	3	4	5
	Hearing Letter					
	Fines Begin					
	↓					
	1 Week					
	↓					
6	7	8	9	10	11	12
	4 <sup>th</sup> Suspense	Compliance Check	Civil Litigation			

4 Day Minimum

15 Day Minimum