

**Exhibit A**

*Elevate Management Solutions, LLC*

*Standard Covenants Compliance Procedure*

An Elevate representative shall complete each visit to the Community in accordance with the Agreement and shall document violations of the Governing Documents in spreadsheet form. Said record shall be made available to the HOA upon request. Upon identifying a violation, Elevate shall write a letter to the violating homeowner, which will detail the specifics of the violation and the section(s) of the Governing Document(s) violated (the "Compliance Letter"). Said original Compliance Letter will also indicate that the violating homeowner has ten days from the date of receipt thereof to remedy the violation or communicate a need for additional time to Elevate or the Governing Authority.

During the next drive through of the Community, the Elevate representative will look for new and repeat violations. Any violating homeowner who has not begun to remedy the violation as required by the original Compliance Letter, or has not requested additional time, shall be sent a second Compliance Letter notifying the homeowner of the fine to be assessed if the violation has not been remedied, or if the violating homeowner has not commenced to remedy the violation, prior to an Elevate representative's next drive through of the Community.

If a violation warrants a third Compliance Letter for no progress on remedying the violation or failing to communicate a need for additional time, the standard fine amount of \$50 per day shall be assessed against the violating homeowner, retroactively applied to the date of the original Compliance Letter. Said fine will be assessed to the homeowner and will be treated as an unpaid assessment (along with any and all collection rights afforded the HOA under applicable law) and will continue to accrue until the violation has been remedied.

**Please initial for A or B below – NOT BOTH.**

**A. We, the Board of Directors, agree to follow this above described procedure and confirm that it is in compliance with the HOA governing documents.**

(initial) \_\_\_\_\_ Member of Board of Directors

**B. Alternatively, the Board of Directors agree to provide a Covenants Compliance Procedure for implementation by Elevate Management Solutions, LLC within 30 days of execution of this Agreement.**

(initial) \_\_\_\_\_ Member of Board of Directors