

shall have the right to present oral or written evidence concerning the alleged violation. The Board shall render its decision concerning the alleged violation to said Member not less than five (5) days after the hearing, and within fifteen (15) days after the hearing, the Board shall provide by either personal delivery or first-class mail a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

Section 4. Monetary Penalties. If the Board adopts a policy regarding the imposition of any monetary penalty (including a Compliance Assessment) on any Member due to a violation of the Master Association Documents, (including any monetary penalty relating to the activities of a guest or invitee of a Member), the Board shall adopt and distribute to each Member, by personal delivery or first-class mail, a schedule of the monetary penalties that may be assessed for those violations. The Board shall not be required to distribute any additional schedules of monetary penalties unless there are changes from the schedule previously adopted and distributed to the Members.

ARTICLE XII

AMENDMENTS

Section 1. Amendments to Bylaws. These Bylaws may be amended only by the vote by secret ballot as provided in the Master Declaration of at least fifty-one percent (51%) of the Members of the Master Association. Notwithstanding the foregoing, the percentage of the voting power of the Members necessary to amend a specific provision of these Bylaws shall not be less than the prescribed percentage of affirmative votes required for action to be taken under said provision.

ARTICLE XIII

CORPORATE SEAL

Section 1. Seal. The Master Association shall have a seal in circular form having within its circumference the words:

PORTOLA SPRINGS COMMUNITY ASSOCIATION