

**Attachment #1**

**SUB-ASSOCIATION VIOLATION NOTIFICATION & FINE SYSTEM**

**When a homeowner is in violation of the Restrictive Covenants or the ARC rules and regulations, a Violation notice and when necessary follow up letters will be sent out as follows:**

**-First violation Notice: Gives the homeowner 0 to 30 days to comply (attachment a) (Note; the notice must include the specific covenant or rule relating to the violation for example; Par 3.01 (aa) Maintenance of Units, Driveway Needs Cleaning.**

**Unless specifically requested in writing, and subsequently approved by the ARC, all corrective actions MUST be completed within 30 days( cleaning driveways, house painting etc), or a second violation letter will be sent. Effective January 1, 2014, if you are unable to correct a violation due to your absence, (Seasonal owners, extended vacation etc), please provide a date when the violation will be corrected. If you will be out of the area for extended periods, prior to your departure, please notify the Board Secretary as to your dates away, and any emergency contacts and a phone number (if applicable) where you can be reached. This information will be kept confidential and only used for emergency purposes.**

**-Second Violation Letter: This letter is triggered by non compliance to the first letter and will consist of the following:**

**-If the ARC believes circumstances warrant an extension of time to correct the violation, a follow up letter giving up to an additional 14 days to correct the violation will be sent, (attachment b)**

**-If the ARC by vote, decides the violation does merit being sent to the Grievance Committee, the homeowner will be advised in writing, by certified letter, that in accordance with Florida Statute 720.305 the Grievance Committee will be meeting to consider a fine. The homeowner will be advised of the date, time and place of the meeting and they have a right to attend this meeting (a minimum of 14 days notice must be given.) The letter will be titled FINAL NOTICE OF VIOLATION, GRIEVANCE COMMITTEE, and the homeowner will be advised as follows: (attachment c)**

**-You are hereby given 14 days written notice that your violation has been turned over to the Grievance Committee to review. You are hereby notified of the date, time and location of this meeting as you have the right to attend, if you so desire, to speak on your behalf prior to a vote. The Committee, by majority vote, will decide to impose a fine or not. The Committee vote will be final. If the vote is to fine, the fee schedule is: Initial fine \$100, increasing by \$100 a day until the violation is corrected, up to a maximum of \$1000. (Per Florida Statute 720.305)**

**-You the homeowner will be advised in writing of the results of the vote by the Grievance Committee. All fines commence from the date of this letter. The homeowner has the sole responsibility to advise the ARC in writing the day the violation was corrected. Failure to do so will result in the fine continuing up to the \$1000 maximum.**

**-Failure to comply and pay the fine will result in the matter being turned over to legal counsel to pursue remedies including if necessary court action. Please be advised that any and all costs incurred as a result of this violation will be the sole responsibility of the homeowner.**

