

**ADDENDUM TO
FAIRWAY HILLS ARC PROCEDURE
FOR INSPECTIONS AND VIOLATIONS
April, 2017**

Bono and Associates (Master Association Management Company) cannot mail or otherwise contact Fairway Hills residents regarding violations without the approval of the Fairway Hills ARC Chair.

**NEW
FAIRWAY HILLS ARC PROCEDURE
FOR INSPECTIONS AND VIOLATIONS
December, 2015**

Effective immediately, there will be a new procedure for Inspections and Violations. The sub-associations, which include Fairway Hills, have agreed to an Inspection and Violations Process with the Master Association. Fairway Hills ARC Chair will coordinate inspections with a representative from Bono and Associates (DeBary Plantation Master Association Management company). Bono will be sending out violations letters to residents, following up on letters and maintaining inspection and violations records for Fairway Hills. Please note that resident's failure to reply in writing to any violation letter, to Bono and Associates, within 30 days, will require Bono to send a second letter and there will be a \$25 administrative fee to the resident. Inspections will be monthly.

FAIRWAY HILLS ARC VIOLATIONS PROCEDURE

1. In the event of a violation the ARC will send a letter to the Homeowner requiring that the violation be corrected and the ARC notified within **14 days** from the date of the letter; or to submit a plan **within 14 days** from the date of the letter to the ARC, outlining how the violation will be corrected.
2. Failure to comply with the above will result in ARC follow up as follows:
 - A. If circumstances warrant an extension of time to correct the violation a second follow up letter giving up to an additional 14 days to correct the violation will be sent.

B. If the ARC by vote decides that the violation does merit being sent to the Grievance Committee, a **certified letter** notifying the homeowner that a meeting will be held on a date and time at least **14 days** from the date of this letter, for the homeowner to meet with the **ARC Grievance Committee** where a fine will be considered. (See Fairway Hills Violation Fine System)

3. All violations will be subject to the following fines: Initial fine \$100, increasing by \$100 a day to a maximum of \$1000. (Florida Statute 720.305)

Fairway Hills
Board of Directors