

COMPLIANCE ENFORCEMENT POLICY

I. INTRODUCTION

The board of directors for your Association has the authority under the governing documents to make rules, regulations, and procedures regarding association matters. Your board has instituted a Compliance Enforcement procedure for your community. This procedure includes enforcement and subsequent fining. To view the documents for your association please go to Winstontrailshoa.com. All associations are mandated to follow the fining procedure listed in the Florida State Statutes.

II. DISTRIBUTION OF THIS POLICY

The Board of Directors will ensure this policy is made accessible to all residents and owners of record at the time it is adopted. If the policy is modified in the future, owners and residents will be notified.

III. COMPLIANCE PROCESS

As per the contract with Campbell Property Management, management will conduct a front exterior inspection once a month. They are not permitted to walk on your property without permission. All notifications go to the Owner and tenant if applicable via email and/or USPS mail.

Upon discovery of an infraction the Owner/Tenant will be sent a Courtesy Notice detailing the nature of the violation and the time frame for completion. Most notices allow 30 days to rectify the issue. If it is something that needs to be remedied immediately an Immediate Action notice will be sent allowing for up to 24 hours to resolve the issue.

During the next inspection, management will determine the status of compliance with the notice sent. If the issue has not been resolved within the given timeframe, a Second Notice will be sent with a 14-day timeframe. If still not cured by the third inspection, the Owner and tenant will receive notification of a hearing before the Compliance Committee to be scheduled not less than 14 days in advance to be given the opportunity to dispute or appeal the fine. All fines and/or suspensions are levied by the board not the committee.

IV. COMPLIANCE COMMITTEE

The Compliance Committee members are appointed by the board of directors. The committee shall consist of a minimum of three (3) members. Owners of homes in the community whether residents or non-residents are eligible to be appointed. Committee members may not be officers, directors, or employees of the association, with a spouse, parent, child, brother, or sister of an officer, director or employee.

Management will request a meeting of the Compliance Committee be scheduled. That scheduled meeting must take place more than fourteen (14) days from the date of the Hearing Notice. The Owner and tenant will be notified of the time and place of the meeting by U.S. mail and email.

V. FINING PROCEDURE

The Compliance Committee will conduct a hearing, either in person or electronically, on the matter and decide whether to impose the fine or not. The dollar amount of the fine to be levied will be guided by a predetermined schedule of fines for common violations determined and voted on by the board of directors. Per Florida Statutes 720, fines may be levied at \$100 per day, up to \$1,000. A majority vote of the committee is required for a fine to be levied.

If the homeowner does not respond and/or does not request a hearing the fine is automatically applied to the account.

Once a decision has been made, management will then send a letter either by U.S. mail or email to the owner and tenant to confirm the decision of the Committee that was reached at the meeting.

The levy of a fine shall not preclude the association from taking any other action to address a violation of the Covenants, Conditions and Restrictions (CC&Rs) and/or the Rules and Regulations as authorized by the CC&Rs and/or Florida law.

VI. UNPAID FINES

Failure to pay any fine within from the date on which it is imposed may result in legal action being taken. If it becomes necessary to initiate legal actions to bring about compliance, the homeowner will be responsible for all attorney fees.