

VIOLATION PROCEDURES

NAUTICA ISLES WEST HOMEOWNERS ASSOCIATION, INC. *VIOLATION POLICIES*

The following policies are set forth by the Board of Directors and must be strictly adhered to.

- 1) The property manager inspects the property. Violation letter #1 is sent, which gives the homeowner a defined time period to comply. Such as: Seven (7) days, for trash, lawn ornaments, etc.; Thirty (30) days for roof cleaning, house cleaning... Each letter is logged on the master list. The letter goes in the owner's file.
- 2) When the time period for violation letter #1 is up, the property will be reviewed to determine if the violation has been cured. If the violation is resolved, the file is marked resolved. If it hasn't, violation letter #2 will be sent out which will give the homeowner an additional fifteen (15) day notice to comply or face possible legal action and associated costs.
 - A) When the time period for violation letter #2 is up, the property is reviewed again. If the property is in compliance, it will be marked resolved. If the property is still in violation then the account is turned over to the attorney for action. Once the account is turned over to the attorney, the Board and the property manager are updated by the attorney, via the attorney status report. The attorney will notify the property manager if additional inspections are required.

NAUTICA ISLES WEST HOMEOWNERS ASSOCIATION, INC.

VIOLATION/FINING PROCEDURES

- 1) The property manager inspects the property. Violation letter #1 is sent, which gives the homeowner a defined time period to comply. Such as: One day for trash, removal of lawn ornaments, etc.; Fourteen (14) days to address property landscaping issues; Thirty (30) days for roof cleaning, house cleaning... Each letter is logged on the master list. The letter goes in the owner's file.
- 2) When the time period for violation letter #1 is up, the property will be reviewed to determine if the violation has been resolved. If the violation is resolved, the file is marked resolved. If it hasn't, violation letter #2 will be sent out which notifies the homeowner of a hearing date with the Fining Committee. The letter will give the homeowner the required 14-day notice of the hearing date. When the homeowner appears before the Fining Committee he must either show evidence that the violation has been rectified, ask for additional time to rectify due to extenuating circumstances, or present reasons why the resident feels the violation is not valid and a fine should not be levied. If the property is in compliance, it will be marked resolved. The Fining Committee will discuss and vote on their decision after the resident leaves. The resident will be told that the decision of the Fining Committee will be sent to them in writing prior to the next Board meeting.
- 3) If the Fining Committee votes to drop the fine or grant additional time for resolution the resident is notified in writing. If the Fining Committee votes to proceed with the fine, letter #3 is sent to the resident. The Board will add the proposal to fine the resident to the agenda of the next Board meeting and will vote on the amount of fine based on the recommendations received from the Fining Committee. The resident is notified in writing of the Boards decision. The fine will be assessed daily until the violation is rectified and the residents account is updated with the amount of the fine that was levied.