

PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.

**PROCEDURES For MANAGEMENT COMPANY, AND COMPLIANCE AND FINES
COMMITTEES; MANAGING VIOLATIONS
BOARD APPROVED September 25, 2018**

Reference: Declarations 11.02: In the event of a violation by any owner or any tenant of an owner or any person residing with them, or their guests or invitees, (other than the non-payment of any assessment or other moneys) of any of the provisions of this Declaration, the Articles, the Bylaws or the rules and regulations of the Association, the Association shall notify the owner and any tenant of the owner of the violation, by written notice. 11:02 continues in expanded detail.

Reference Declarations 11.03: The amount of any fine shall be determined by the Board, and shall not exceed one-third of one month's assessment for common expenses for the first offense, two-thirds of one month's assessment for common expenses for a second similar offense, and one month's assessment for common expenses for a third or a subsequent similar offense.

General:

1. Any resident may submit a Violation (VR) Request at any time, to any member of the Compliance (CCR) Committee or to The Management Company (TMC) via their website.
2. The Compliance Committee may or may not be the same members of the Fines Committee
3. All steps are consistent with Florida Statue Chapter 720 which governs all Homeowners Association.

Parking Infractions:

1. A Board-approved notice will be placed on any vehicle in violation of policy. The Association will keep record of notice.
2. If a notice has been placed on the same vehicle 3 or more times, a professional towing company may be called to tow the vehicle at owner's cost.
3. The complete vehicle policy can be found here:
<http://parksideplace.info/Pub/Policies/VehiclePolicy.pdf>

All Other Violation Procedures:

1. TMC will send out the first violation notice providing 30 days or less to bring the property into compliance.
2. If the owner / resident has not complied, TMC will send to the resident a second violation letter warning that if the violation is not corrected, it will be subject to a fine.

3. If the owner / resident has still not complied, TMC will:

- a) Notify the Fines Committee that the violation has not been resolved and check available dates for a hearing;
- b) Send to the owner via USPS Certified Mail a third notice (Hearing Notice Letter), with a hearing date scheduled at least 14 days out from the date of the letter. TMC sends copies of said letter to the BOD and Fines Committee.
- c) This Notification of Hearing invites the owner to attend and provide mitigating evidence. The Hearing Committee Meeting Notice should include all relevant information about the fine sought to be imposed by the Board of Directors including the amount of the fine, and the date the fine will be imposed if approved by the Fines Committee. The amount will be 1/3 the monthly assessment for common expenses for the first offense, 2/3 for the second offense and one month's assessment for the third offense. This is not an open membership meeting; the hearing is only for the owner(s) in violation.

Fines Procedures:

1. During the hearing, the owner(s) can attend to discuss their violation. After all owner(s) have left, the Fines Committee members discuss whether or not to impose the fine(s).
2. This information is sent to the BOD and referenced via account number.

While the Board of Directors contemplates that the above procedure will be followed for most violations of the Association's covenants and rules, the Board recognizes that certain violations, either based on the egregiousness of the violation or the threat the violation poses to the safety and welfare of the Association, may require the Association to deviate from the procedure above and forward the matter directly to the Association's attorney for legal action or provide less than three (3) notices. Any such deviations shall not constitute a waiver of the Association's enforcement rights or selective enforcement of this policy.

The above policy and timeframes are intended to be a guideline and all actions are subject to administrative and processing delays. However, any deviation from this policy shall not constitute a waiver of any rights or remedies of the Association.