

GLEN OAKS MANOR HOME OWNERS ASSOCIATION, INC.

COMPLIANCE POLICY AND PROCEDURES

The purpose of this **Compliance Policy and Procedures** ("Policy") is to create and implement uniform procedures for better ensuring compliance with the Declaration of Covenants and Restrictions for **Glen Oaks Manor Homes**, the Bylaws and Rules and Regulation of **Glen Oaks Manor Home Owners Association, Inc.** ("Association"), all as amended from time to time.

Section 720.305(2), Florida Statutes ("Fining Statute") authorizes the Association to levy reasonable fines against, and suspend certain rights of, any member or any member's tenant, guest, or invitee for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the Declaration of Covenants and Restrictions for **Glen Oaks Manor Homes**, the Bylaws and Rules and Regulations of the Association, all as subsequently amended from time to time (collectively, the "Governing Documents").

The following procedures shall be utilized by the Association and its Manager to better ensure timely compliance with the Governing Documents:

1. During the first week of each month, the Manager shall conduct inspections of all Lots located within the **Glen Oaks Manor Homes** community to identify violations of the Governing Documents.
2. Within three (3) business days of inspection, the Manager shall issue a "**Notice of Noncompliance**" to any offending party in the form attached hereto as **Exhibit "1"**. The Notice of Noncompliance shall provide a thirty (30) day opportunity for correction unless the violation is such that a correction period is not appropriate (i.e. a sign violation, a parking violation, etc.).
3. During the second week of the month, the Manager shall inspect the Lots for which a Notice of Noncompliance was previously issued and for which the thirty (30) day correction period has expired. The Manager shall compile the documents and details of all Lots and/or persons who have failed to timely bring any violations into compliance for review and consideration by the Board of Directors at its next regularly scheduled meeting for such purpose.
4. The Board of Directors shall meet during the third week of each month on _____ at ____:00 ____m. at _____, or other appropriate date, time and location as determined by the Board of Directors, to consider whether to levy a fine and/or suspension for a violation of the Governing Documents.
5. In the event the Board of Directors levies a fine and/or imposes a suspension, the Manager shall provide at least fourteen (14) calendar days' notice to the party sought to be fined or suspended and an opportunity for a hearing before the Compliance Committee. The notice shall be in the form attached as **Exhibit "2"**.

6. The Compliance Committee shall meet on the **third Tuesday** following any meeting of the Board of Directors when a fine or suspension is levied. The Compliance Committee shall determine the time and location of the meeting. At such meeting, the Compliance Committee shall conduct a hearing of each scheduled fine and/or suspension levied by the Board of Directors and determine whether to **confirm or reject** the fine and/or suspension. The party sought to be fined or suspended shall have the right to attend the hearing to present written evidence or testimony in support of the reasons why the fine and/or suspension should not be imposed. The person sought to be fined or suspended has the right to counsel and to cross examine witnesses. In the event the Compliance Committee confirms a fine and/or suspension, the Manager shall, within one (1) calendar day of the Compliance Committee meeting, provide the person fined or suspended written notice of such fine or suspension in the form attached as **Exhibit "3"**. The notice shall be hand delivered or mailed and shall provide that the fine is due and payable within five (5) days after the date of the Compliance Committee meeting at which such fine was approved.

7. In the event a fine is not paid within the required time period, the Manager shall provide the details of the unpaid fine to the Board of Directors for determination of additional appropriate action.

8. Any request for a waiver or reduction of a fine shall be referred to the Board or the Board's designee(s) for consideration and a final determination.

9. All agendas and minutes of any meeting of the Board of Directors or the Compliance Committee should identify the person sought to be fined or suspended by violation number or Lot number rather than such person's proper name.

This Policy was approved by the Board of Directors at its meeting held _____, 2019.

**GLEN OAKS MANOR HOME
OWNERS ASSOCIATION, INC.**

By: _____

Print: _____

As its: _____

(Corporate Seal)

Exhibit "1"

(Date Mailed)

Owner(s) Name:

Address:

City, State Zip Code:

Place on Association
letterhead include
address and phone
number

Send via USPS first
class mail

Re: Notice of Noncompliance

Dear _____:

Occasionally an Owner may inadvertently fail to comply with the Association's Governing Documents regarding the Owner's property. This notice is to advise you of the following incident(s) of noncompliance which was observed on _____, 2019 and to provide an opportunity for correction.

(Provide a detailed factual description of the noncompliance)

The incident(s) of noncompliance noted above violates the following provisions of the Governing Documents:

(Cite to and quote each specific provision(s) of the Governing Documents that have been violated)

Please correct the noncompliance noted above within thirty (30) calendar days of the date of this letter. Failure or refusal to do may result in the imposition of a fine or suspension of use rights. If you have questions, please contact the Association's Property Management office at (941) 922-3391.

Thank you for your cooperation.

Sincerely

Attach
Photo of each instance of
Non-Compliance

Casey Condominium Management, LLC
On behalf of Glen Oaks Manor Home Owners
Association, Inc.

Exhibit "2"

(Date Mailed)

Owner(s):

Address:

City, State Zip Code

Place on Association
letterhead including address
and phone number

Re: Levy of Fine/Notice of Hearing

Dear _____,

You were previously given notice of a violation of the Association's Governing Documents and an opportunity to correct such violation.

Section 720.305, Florida Statutes, authorizes the Association to levy reasonable fines against, and suspend certain rights of, any member or any member's tenant, guest, or invitee for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the Association's Governing Documents.

The noncompliance described in the Association's notice to you dated _____, 2019 (copy attached) has not been timely corrected. Accordingly, the Board of Directors has suspended your use rights or levied a fine against you in the amount of \$100.00 per day for each day that such violation exists.

A hearing before the Compliance Committee will be held on _____, **2019** at _____ **a.m. at** _____, **located at** _____, FL to determine whether to confirm or reject the fine or suspension levied by the Board of Directors.

You have the right to attend the hearing and to present evidence, including testimony. In the event the Compliance Committee confirms the fine or suspension levied by the Board of Directors, such fine or suspension will be imposed. If the Compliance Committee rejects the fine or suspension, no fine or suspension will be imposed. You will receive written notification of any fine or suspension imposed.

Sincerely,

Casey Condominium Management, LLC
On behalf of Glen Oaks Manor Home Owners
Association, Inc.

Photo of Non-Compliance

Exhibit 3

(Date Mailed)

Place on Association
letterhead including address
and phone number

Owner(s)

Address

City, State Zip Code

Re: Notice of Imposition of Fine

Dear _____,

On _____, 2019 the Compliance Committee confirmed the levied by the Board of Directors in the amount of \$100.00 per day commencing _____, 2019 and continuing thereafter for each day of noncompliance. The total amount of the fine through the date of this letter is \$_____. Payment of this amount is due and must be received by the Association on or before five (5) days from the date of this letter. You may remit payment of the fine to the Association at the address above by check payable to "**Glen Oaks Manor Home Owners Association, Inc.**"

If you fail to timely pay the fine, the Association may exercise its rights under the Governing Documents and Florida law to collect the fine. These rights include, but are not limited to, filing a lawsuit against you to recover the fine amounts and attorney's fees and to place a lien against your property in the event the total fine is \$1,000.00 or more. In addition, the Association may correct the noncompliance and charge the cost thereof to you. The Association may also suspend your rights to use the common areas and facilities but not your right of vehicular and pedestrian ingress and egress to and from your parcel.

Thank you for your prompt attention to this matter.

Sincerely,

Photo of Non-Compliance

Casey Condominium Management, LLC
On behalf of Glen Oaks Manor Home Owners
Association, Inc.