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## COMPLIANCE PROCEDURES

1. The Community Manager gathers violations and submit to the Board Director in charge **ten days prior to the monthly meeting**. Board Directors are encouraged to view the community for violations as well. If a violation(s) is reported by anyone other than the Community Manager, it will be investigated by the Board Director in charge and submitted to the Community Manager.
2. Once the violation(s) is received from the Community Manager, the Board Director in charge will email the violation(s) to all directors. Each Director has an opportunity to investigate/review the violation(s) for discussion at the board meeting. The Directors as a whole will approve/disapprove the violation(s).
3. The Community Manager will be instructed by the Board to send a non-compliance letter(s) if any. A monthly report will be kept by the Community Manager showing the type of letter(s) sent, date, the lot#, name violation, and comments from the owner and whether or not the violation has been corrected or not. This report will be submitted to the Board on a monthly basis.
4. A first letter should be a friendly reminder letter with a notification that the violation will be re-inspected for compliance on the next community review.
5. The Community Manager, on the next community review, will re-check the violation and if not taken care of, the owner will be sent a second letter stating the violation still exists; and therefore, owner now has 14 days to remedy the violation per FS CH 720.305.
6. If after the 14 days, the violation still has not been addressed either through correction of the violation or notification to the Community Manager of what will be done, the Grievance Committee will be contacted to schedule a hearing on the matter. The owner will be notified via regular U.S. Mail and registered U.S. Mail of a scheduled hearing for the purpose to consider fining the owner. (F.S. CH720.305-(2)(b)).

*Jerri C. Layman*  
President M.R. H.O.A.

14.08.2013

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