

## **MISSION HILLS CONDOS COMPLIANCE COMMITTEE GUIDELINES**

**At a Board of Directors meeting that took place on Wednesday, January 20, 2021,  
the following was approved:**

- 1. Establishment of a Compliance Committee in Mission Hills**
- 2. The Compliance Committee will utilize these guidelines**

The purpose of this committee is to actively participate in compliance hearings when called upon to do so. The committee will not discuss any other issues at any time.

1 .. Each member must become familiar with the Mission Hills Documents and all amendments, Policy and Procedures, and the Florida State Statute 718. Be advised that these guidelines are subject to change as the need arises.

2 .. Each member should recognize that being a member of the committee allows them to have access to some possible personal issues regarding our residents.

3 .. Each member should be made aware to NOT discuss Compliance Committee business outside of meetings with residents regarding any violation(s).

4 .. It is important that each member does not “guess” regarding any specific By-Law, Declaration, Policy and Procedures, or Statute 718 law.

5 .. Each issue must be thoroughly researched before any decisions regarding an outcome are forwarded to the Mission Hills Board of Directors.

6 .. Each member of the committee must reach out to the BOD Liaison, if one has been appointed, for assistance/review if necessary.

7 .. When meeting with a resident regarding a non-compliance issue, the committee will send no more than three (3) members to attend. These members will be selected on a rotating basis, if possible. There will be a Lead Contact person selected for each individual hearing. That person will be responsible for the accurate reporting of the hearing results in duplicate (see “Mission Hills Compliance Committee Results” located in the Compliance Committee manual) with one copy sent to the Board of Directors and the other copy entered into the committee manual to act as the official minutes of the hearing. In accordance with the statute 718, the fine payment, if applicable, is due 5 business days after the resident has been notified.

8 .. The Compliance Committee Chair will create a manual of completed/approved recommendations and be the sole guardian of that manual. In the event that there is a new Chair, the manual will be handed over to that person. If the current Chair is not available, the manual will be handed over to a trusted member of the committee.

November 20, 2020  
Rev. January 20, 2021  
Rev. February 15, 2021  
Rev. May 8, 2023  
Rev. April 1, 2025