

## MISSION HILLS CONDOS

### BOARD OF DIRECTORS COMPLIANCE GUIDELINES

Below are the approved guidelines regarding the handling of violations of rules, regulations and By-laws by the Board of Directors.

1. Any resident of Mission Hills may lodge a complain with the Property Manager and the Property Manager shall investigate and, within his or her discretion, may forward any apparent violation of the a provision of the declaration, the association by-laws, or rules of the association to the Board of Directors.
2. In addition, on a regular basis the Property Manager will “walk through” the community and provide a list of any apparent violations of the a provision of the declaration, the association by-laws, or rules of the association to the Board of Directors.
3. At the discretion of the Board of Directors, a courtesy letter may be mailed to the unit owner and, if applicable to tenant , licensee, or invitee of the unit owner, requesting compliance and allowing a reasonable period Of time to correct, as determined by the Board of Directors.
4. If the the unit owner and, if applicable to tenant, licensee, or invitee of the unit owner fails to correct the apparent violation within a reasonable time as determined by the Board of Directors the Board may elect any one of three options to compel compliance: (a) the Board may forward the matter to its legal counsel for an action to evict or other remedies allowed by law; (b) fine or suspend in accord with Florida Statute 718.303.
5. Should the Board determine that it is appropriate to consider a fine or suspension a second letter shall be sent to the unit owner and, if applicable to tenant, licensee, or invitee of the unit owner, providing at least fourteen (14) days advising that if the violation is not corrected within fourteen (14) days the Board may consider levying a fine not to exceed \$100 a day , or \$1,000 in the aggregate, or suspension, for a reasonable period of time use of the common areas no including parking spaces or utilities provided to the unit.
6. If the violation is not corrected with the 14 day period set forth in paragraph 5 or 6 above, The Board at its next regular meeting, of special meeting called for that purpose, shall approve the assessment of costs, fine or suspension, as deemed appropriate by a majority of the Board of Directors and schedule a hearing before a three (3) member panel of the compliance Committee, chosen at random.
7. The Board shall provide written notice of the assessment of costs, fine or suspension imposed and set forth the date and time of the Hearing before the Compliance Committee.
8. The Compliance Committee shall hold the hearing on the day and time set forth in the written notice or, if unit owner and/or, if applicable to tenant , licensee, or invitee of the

unit owner request a more convenient time or date, the Compliance Committee may reschedule at their discretion. The hearing is open to the public and anyone may attend.

9. After hearing both sides (should the unit owner and, if applicable to tenant, licensee, or invitee of the unit owner attend) the hearing board shall determine whether to confirm or reject any assessment of costs, fine or suspension by the Board of Directors.

10. If the assessment of cost, fine or suspension is approved by the Compliance Committee Notice of the assessment. The decision of the Compliance Committee is final.

11. Written notice of the Compliance Committee's decision shall be provided by the Board of Directors to the unit owner and, if applicable to tenant, licensee, or invitee of the unit owner the unit owner and, if applicable to tenant, licensee, or invitee of the unit owner by mail or hand delivery. Any assessment of costs or fine shall be due five days after notice.

12. The Board is authorized to collect such assessment of costs or fine by filing an action in Small Claims Court.

13. If any violation shall be cured before the hearing date the hearing will be vacated.

14. If any violation shall be cured prior to notice of the decision of the Compliance Committee's decision the fine shall be vacated.