

MISSION HILLS CONDOMINIUM ASSOCIATION

COMPLIANCE COMMITTEE GUIDELINES

At a Board of Directors' meeting that took place on Wednesday, January 20, 2021, the following has been approved:

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

Below is a brief outline of the Mission Hills Compliance Committee Guidelines.

1. Each member of the committee should make themselves familiar with these guidelines. Be advised that these guidelines are subject to change as needed.
2. Each member must become familiar with the Mission Hills Documents and all amendments, as well as the Florida State Statute 718.
3. Each member should recognize that being a member of the committee allows them to have access to some possible personal issues regarding our residents.
4. Each member should be made aware to NOT discuss Compliance Committee business outside of meetings with residents regarding any violation(s).
5. It is important that each member does not "guess" as to any specific By-Law, Declaration, or Statute 718 law.
6. Each issue must be thoroughly researched before any decisions regarding an outcome are forwarded to the Mission Hills Board of Directors.
7. Each member of the committee must reach out to the Documents Committee Liaison for assistance/review.
8. 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. There will be a primary contact person selected for each individual hearing. That person will be responsible for the accurate reporting of the hearing results and forward them to the Compliance Committee Chair.
9. In accordance with the Chapter 718 Florida Statute (718.303(3)(b)), and with our Mission Hills By-Laws and Declaration, after each case is reviewed, the Committee Chair will provide, in writing, the recommendations made to the Board of Directors Liaison.
10. The Compliance Committee Chair will create a binder of completed/approved recommendations and be the sole guardian of that binder. If there is a new Chair, the binder will then be handed to that person.

11/20/20
Approved: 01/20/21