

MISSION HILLS CONDOS

COMPLIANCE COMMITTEE GUIDELINES

Below is a brief outline of the Mission Hills Compliance Committee Guidelines. Each member of the committee should make themselves familiar with these. Be advised that these guidelines are subject to change as the need arises.

- 1 .. Each member should make themselves familiar with the Mission Hills Documents and all amendments.
- 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” as to any specific By-Law, Declaration, 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 .. Before a hearing takes place, committee must reach out to the Documents Committee for assistance/review.
- 7 .. When meeting with a resident regarding a non-compliance issue, the committee should send no more than three (3) members to attend. A Lead Contact person will be selected for each hearing and will be responsible for the accurate reporting of the hearing results (in duplicate). In accordance with State Statute 718, the fine payment, if applicable, is due five (5) business days after the resident has been notified.
- 7 .. In accordance with 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.
- 8 .. 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 over to the Documents Committee until the new Chair is approved and confirmed by the Board of Directors.

September, 2025