

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Covenants Enforcement Policy

Purpose: To establish procedures for the identification and enforcement of violations of the terms and conditions of Verona Reserve's Declaration, Bylaws, Use Restrictions and Community Rules; ensuring compliance actions are consistently applied.

Overview: Florida statutes describe the obligations of members of homeowner associations and the rights of an Association to enforce the covenants in its governing documents under **Chapter 720.305 Obligations of members; remedies at law or in equity; levy of fines and suspension of use rights**. Verona Reserve's **Declaration Article 7.4 Enforcement** and **Bylaws Article 6.j-k Powers and Duties** more fully describe enforcement and the powers of the Association, acting through the Board. Verbal warnings and/or email communications with Owners are not considered proper notice by Florida statutes and will not be made in order to avoid the appearance of selective enforcement.

Process: The property manager shall maintain a compliance spreadsheet as an official record of the Association that includes owners' name, address, date violation was noted, date of first notice, date of second notice and any comments. A copy of the spreadsheet will be included in the monthly board packets for the Board's review.

If a potential violation is reported in writing by an Owner, the property manager will ascertain the legitimacy of the violation at their next visit to the community.

On a monthly basis, the property manager shall inspect the community from the common sidewalks for covenants violations, using reasonable judgment. Violations will be documented with a photograph whenever possible.

- The property manager cross references any noted violations with the Architectural Review spreadsheet to determine whether the Owner has obtained the necessary approval. If so, the matter is closed.
- First Notice Reminder Letters are prepared by the property manager within 48 hours of the compliance inspection and provided to the Board for review prior to mailing.
- The Board Liaison, their designee or the compliance committee reviews all First Notice Letters to ensure accuracy and instructs the property manager to mail the letters.

Before the next scheduled Board meeting, the property manager, Board Liaison, their designee or the compliance committee conducts an inspection to determine whether the issue has been resolved. The spreadsheet is updated accordingly.

If the violation has not been remedied or reoccurs, *matters relating to levying of fines* shall be included on the agenda for the next scheduled Board meeting.

The Board must vote to authorize the levying of reasonable monetary fines not to exceed \$100 for each violation and a separate fine for each day of a continued violation up to an aggregate fine of no more than \$2,500.00.

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The property manager then prepares a Fine Assessment letter, sent by certified mail and regular mail, which affords Owners an opportunity for a hearing after reasonable notice of not less than 14-days, as more specifically described in the Association's Bylaws, Article 6 (j).