

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.

Policy Statement: The Association has contracted with the Property Management Company to provide covenants enforcement and maintain a digital or electronic record on their association management operating system (system) of all violations as an official record of the Association. This information shall be available for the Board of Director's review on the system or upon request. 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 inspect the community on a monthly basis using reasonable judgment from the common sidewalks for covenants violations. If a potential violation is reported in writing by an Owner, the property manager will ascertain the legitimacy of the violation during their next visit to the community. Violations will be documented with a photograph whenever possible.

If a violation exists, information is entered into the system that includes the owners' name, address, type of violation, date violation was noted, date of Friendly Reminder notice, follow up date and final resolution.

A Friendly Reminder Letter is prepared and mailed by the property manager within 48 hours of the compliance inspection.

On the next site visit, the property manager shall conduct an inspection to determine whether the compliance issue has been resolved.

- If the violation has been resolved, the violation status is updated and closed out in the system.
- 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 Notice of Hearing letter, sent by certified mail and regular mail, which affords Owners an opportunity for a hearing to contest the fine and/or suspension of rights to use common areas and facilities, after reasonable notice of not less than 14-days, as more specifically described in the Association's Bylaws in Article 6.