

Serenity Bay Homeowners Association, Inc.

FINING PROCEDURES

- A. The Association will send the initial violation letter by regular mail. The letter will be sent to the violators at their address of record. This letter will identify the violation and require that it be corrected within 15 days of the date of the letter. The 15-day timeframe for compliance is a recommended timeframe.
- B. If the violation is not cured within the allotted timeframe, or a scheduled correction is not provided, the Association will send a second violation notice to the owners by USPS mail. The letter will be sent to the owners at their address of record. The letter will identify the violation and inform the violators that they must correct the violation within 15 days or fines will be levied.
- C. If the violation is not corrected after sending the second violation letter, the Board of Directors may recommend a fine for the violation. The fine should be approved at a duly noticed meeting of the board. A fine cannot exceed \$100 per violation per day; it can be assessed for each day that the violation occurs for a maximum of \$1,000.00.
- D. If a fine is recommended by the Board of Directors, the Association will send a letter to the violators notifying them that a fine has been sent to the fining committee at an amount recommended by the board of directors (Not to exceed \$100.00 per day). The letter will state that the owners have a right in requesting a hearing with the Fines Committee within 14 days of the dated letter.
- If the owner chooses not to request a hearing, for any reason, the fines committee can impose a fine at the end of the 14-day period.
 - If the owner requests a hearing, the Board of Directors will inform the owner of their scheduled fining hearing date in writing.
- E. At a fining committee meeting - The committee will vote on whether to approve or disapprove the fine levied by the board. If the committee, by majority vote, votes to approve, the fine becomes effective and the owner will be given written notice thereof.
- F. Once a decision has been made by the Fines Committee, the Committee will formally notify the Board of Directors. The Board of Directors will then send a letter to the owner informing them of the imposed fine. If the fine is not paid within the allotted timeframe, the matter may be turned over to collections.

The information in this document is provided by

“720.305 Obligations of members; remedies at law or in equity; levy of fines and suspension of use rights.—”

This document is only a guideline for the Serenity Bay Homeowners Association, Inc. and is for the purpose of providing assistance for the fine process. It does not act as a limitation on the Association’s legal remedies, and the Association reserves the right to proceed with any and all other legal remedies available to it in the event of a violation.