

## **WILLOW WOOD VILLAGE HOMEOWNERS ASSOCIATION VIOLATION POLICY**

Pursuant to the authority within the Association's governing documents and Florida Statute Section 720, the Board of Directors hereby adopts the following Violation Policy which shall be in effect for Willow Wood Village.

1. A "violation" refers to any action or condition within the community and on the common elements that violates any covenant, rule, or policy contained within the Association's Declaration, Bylaws, Rules & Regulations, or Board Policies (collectively, the "governing documents").
2. Violation Procedure:
  - (a) A violation may be identified by Association Board Members, residents, or the Property Management firm – and must be reported to the Association's Property Manager.
  - (b) Upon identifying a violation, the Property Management firm will provide notice of the violation to the owner and/or occupant (1<sup>st</sup> Notice) and afford the owner or occupant a reasonable time to cure the violation. The 1<sup>st</sup> Notice is a courtesy notice and will document the violation, identifying the specific rule that has been violated, and will indicate how the violation may be corrected.
  - (c) If the violation is not cured within the timeframe specified by the Association, the owner or occupant will receive a Final Notice letter indicating that if the violation is not cured, the matter will be referred to the Fining Committee.
  - (d) If the violation remains uncured, the owner will receive a Fining Notice letter indicating that a daily fine or suspension is being levied, and providing the owner or occupant with at least 14 days' notice of a hearing date before the Fining Committee. The daily fine amount is \$100.00, and fines may accrue for each day of a continued violation up to \$1,000.00, beginning with the date of the Fining Notice.
  - (e) An Association representative will inspect the premises on the day of the fining hearing to determine whether the violation has been cured. If the violation has been cured, the Association will waive the fine.
  - (f) If the violation remains uncured as of the date of the fining hearing, the Association will seek the maximum fine amount of \$1,000.00 and the owner will have an opportunity to present evidence regarding the violation and remediation efforts, if any, to the Fining Committee.
  - (g) The Fining Committee's role is to accept or reject the fine or suspension proposed by the Association. If a majority of the Fining Committee approves the proposed fine, the fine shall be placed on the owner's account ledger and the Association shall issue a letter to the owner advising him or her of same and indicating how the violation may be cured. Payment of the fine shall be due thirty (30) days after the final letter is issued to the owner advising them that the fine was imposed. If the violation remains uncured after the fining hearing, the matter will be turned over to the Association's attorney to initiate litigation, at which point the owner may be responsible for the Association's legal fees.
  - (h) Depending on the nature and severity of the violation, or in the event of a repeat

violation within twelve (12) months, the Board reserves the right to escalate a violation directly to fining or to the attorney for enforcement at any point.

3. This violation policy supersedes any previous violation policy both past and present, and any deviation from this policy shall not constitute a waiver of any rights or remedies of the Association in having violations resolved.

Approved by Board on this 8 day of August, 2024.

Signed:  PATRICIA BELCHER (Aug 8, 2024 15:40 EDT) Title: President

Print Name: Patricia Belcher






# Violation Policy - AUG 2024

Final Audit Report

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