

WOODFIELD COMMUNITY, INC.

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 **Woodfield Community, Inc.**

1. "Violation" refers to any action or condition within the community and/or on the common area that violates any covenant, rule or policy contained within the Association's Declaration, Bylaws, Rules & Regulations or Board Policies (collectively, the "governing documents"). A copy of the governing documents can be obtained from the Association's Board of Directors. All requests shall be in writing to: Woodfield Community, Inc. c/o Management Associates, 720 Brooker Creek Blvd. Ste. 206, Oldsmar, Florida 34677 or via e-mail to the Association's Manager, Crystal Tedesco Ctedesco@mgmt-assoc.com.
2. Violation Procedure:
 - (a) A violation may be identified by Association Board Members, residents or, if contracted with, the Property Management firm – and must be promptly reported to the Association through their management company, Management and Associates, 720 Brooker Creek Blvd. Ste. 206, Oldsmar, Florida 34677 or via e-mail to the Association's Manager, Crystal Tedesco – Ctedesco@mgmt-assoc.com.
 - (b) Upon identifying a violation, the Property Manager will provide notice of the violation to the owner and/or tenant (1st Notice) and afford the owner or tenant a reasonable time (**14 calendar days**) to cure the violation. The 1st 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. The 1st Notice will indicate that if the violation remains uncured fines or a suspension of voting rights will be levied.
 - (c) If the violation is not cured within the timeframe specified by the Association, the owner will receive a 2nd Notice indicating that a daily fine or suspension is being levied, and providing the owner or tenant with at least 14 days notice of a hearing date before the Compliance Committee. The daily fine amount is a maximum of \$100.00, and fines may accrue for each day of a continued violation up to \$1,000.00, per violation.
 - (d) A member of the Board or Property Management firm 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 fines.
 - (e) 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 Compliance Committee.
 - (f) The Compliance Committee's role is to accept or reject the fine proposed by the Association. If a majority of the Compliance Committee approves the proposed fine, the fine shall be placed on the owner's account ledger five (5) days after the hearing, and the Property Management firm shall issue a letter to the owner advising him or her of same.
 - (g) If the violation remains uncured after the compliance hearing, the matter will be turned

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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 and/or to the attorney for litigation at any point.
- 3. In addition to the above remedies, for all Lot Maintenance violations, the Board reserves the right to invoke the authority contained in Article II – Restrictions, Section 2.31 – Lot Maintenance, to enter upon the Lot and correct the violation with reasonable notice and charge the cost of same to the owner
- 4. This violation policy supersedes any previous violation policy both past and present.

The above violation policy and timeframes are intended to be a guideline and all actions are subject to administrative and processing delays. However, any deviation from this policy shall not constitute a waiver of any rights or remedies of the Association in having violations resolved.