

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.  
ASSOCIATION RULES ENFORCEMENT PROGRAM

All communities have rules to govern its members in order to insure an orderly and safe environment. A homeowner's community without rules and a policy to enforce them could become a community in pandemonium.

The Board of Directors is charged with the responsibility of enforcing all of the rules and regulations of the Association in order to provide for a pleasant and harmonious community for all residents. All owners, lessees, and guests are bound by the legal documents to abide by the rules of the Association. Owners who lease their units are advised that they may be held liable for action of their tenants and so it is imperative they advise their agents and/or tenants of the rules of the Association.

Association rules can be reviewed at the HOA website, [www.pinewoodcountryestates.com](http://www.pinewoodcountryestates.com) or a copy can be requested from the community manager. Please help keep our community attractive and desirable by complying with the rules.

In consideration of the above, the following will be strictly adhered to by all:

1. All suggestions, rules violations reports, common area service requests, complaints, compliments, etc., must be given to the Board of Directors through its Management Agent, in writing.
2. No complaints of any kind will be taken verbally by any member of the Board of Directors or its Management Agent.
3. Management will survey the Estates approximately every thirty (30) days and create a list of concerns.
4. If the unit owner requests the name of the person who filed the complaint, Management should keep such information confidential.

RULES VIOLATION

Responses to all deed restriction violations shall be in the following manner:

1. A letter will be sent by Management to the homeowner in question which clearly states the fact that a complaint has been received or noticed by Management which alleges that a rules violation has taken place. The first communication should, if at all possible, be written as an Observation, noting the specific Declaration rule and requesting consideration for owner's action. This may be in a form like: "your home is beginning to show wear and you should consider budgeting for painting" or the like.
2. If a violation is of a serious or on-going type, the first violation letter should be written again noting the Declaration rule in question and allowing 30 days for compliance.
3. If the homeowner does not comply within 30 days, a second violation letter will be sent. This letter will be a little more forceful and will contain a deadline of when the infraction needs to be completed. Management will give 30 days to resolve the violation.

4. After expiration of the second violation letter, if the infraction was not addressed a third and final letter will be sent. This letter notices the owner that the violation may be turned over to the Association's attorney unless they contact the Association within 30 days (date will be shown on the letter as well).
5. If the violation has not been corrected after the third letter, by majority vote of the Board of Directors at a duly called meeting, Management will forward the file to the Association's attorney to commence legal action.

### **HEARING COMMITTEE**

This Committee, consisting of three (3) unit owners, will be appointed by the Board of Directors of the Association. The Committee's purpose is to provide a means by which due process can be accorded a person who has been cited for a rules violation. The manager coordinates the meeting between the Committee and the alleged violator. The Committee reports to the Board of Directors and should operate as follows:

- a. The Board of Directors will vote at a duly called Board meeting on the fine amount to be imposed by the Hearing Committee
- b. The Committee will appoint a Chairperson
- c. Management will record minutes of all meetings. It is critical to record all pertinent facts of these meetings.
- d. The Committee will meet privately with the owner, if possible, who has been given a 14-day notice to appear.
- e. When the hearing is completed, the Committee shall provide the Board of Directors with a copy of the minutes of the meeting.
- f. Fines may be assessed per the Documents and Florida Statutes. NOTE: the fines imposed cannot be liened or foreclosed on.
- g. The Hearing Committee will make the final decision and have ultimate responsibility on fining for rules violations.
- h. If the above has been followed and the problem has not been resolved, the Board must take the next step which is to contact the Association's attorney. A letter from the attorney at this time will hopefully resolve the problem. If not, the Association, through its attorney, can pursue whatever legal remedies available to it.

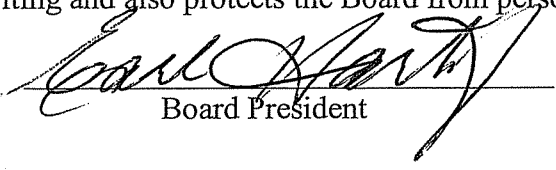
### **Hearing Committee Member Qualifications**

To serve on the Hearing Committee, candidates shall:

- Not be:
  - A member of the Board of Directors (statutory)
  - Related to member of the Board of Directors (statutory)
  - A co-owner or hold an ownership interest in a property within the community with another member of the Committee
- Have had civil rights restored for 5 years if they were ever convicted of a felony
- Be 21 years of age or older
- Be familiar with the Association documents
- Complete an affidavit comparable to that signed by the members of the Board stating they are familiar with documents and they will fulfill fiduciary duty in enforcing those documents
- Be current in all HOA payments
- Have a history of demonstrating compliance with the Declaration of Covenants of the community.

- Be willing to serve on the Committee for a period of one year and may serve, or be requested to serve, for additional time to complete any action that has been commenced. The Committee cannot consist of more than one owner from the same property.

It is important to follow the procedures outlined routinely. This system assures that all complaints are in writing and also protects the Board from personal involvement in the enforcement process.

  
Board President

3-2-15  
Date Adopted