

FINE POLICY & PROCEDURES

Pursuant to Florida Statute 719.303(3)

Effective Date: 06/25/2025

1. Purpose

This policy outlines the procedures and fines for violations of the Cooperative's Governing Documents, including the Rules and Regulations. The goal is to maintain community standards and ensure compliance in a fair and consistent manner.

2. General Fine Guidelines

Fines may be levied for violations of any Association governing documents, including but not limited to:

- **Rules & Regulations**
- **Declaration of Cooperative**
- **Articles of Incorporation**
- **Bylaws**

3. Fine Amounts

Violations: Fines may be issued as follows:

- **Initial Warning Letter:** 30 days to correct violation
- **If not corrected:** Referred to Board for recommendation to Fine Committee
- **Fine Range:** \$25 per violation, up to \$100/day for continuing violations
- **Conduct violations per incident, escalating schedule 1st \$25, 2nd \$50, 3rd \$75, 4th and subsequent \$100**
- **Maximum Fine:** \$1,000 per violation
- **4th and subsequent Violations:** \$100 each
- **Maximum per continuing violation:** \$100/day, not to exceed **\$1,000 total**

4. Violation Categories

Fines may be assessed for the following areas including specific, but not limited to specific violations:

4.1 Landscaping Violations (R&R Section 5.0)

- Overgrown lawn or plants
- Dead or neglected landscaping
- Failure to mow or maintain lot appearance

4.2 Exterior/Unit Maintenance (R&R Section 5.0)

- Visible clutter or improper exterior storage
- Power washing needed (rust, mold, grime)
- Broken or missing skirting
- Units in disrepair or general neglect

4.3 Vehicles, Parking, Boats, Golf Carts (R&R Section 4.0)

4.4 Pet Violations (R&R Section 6.0)

4.5 Miscellaneous Violations (R&R Section 8.0)

5. Due Process & Hearing Procedure

Before any fine is imposed:

1. Notice of Violation

- A written notice is sent to the unit owner identifying the violation and giving a **30-day period** to correct it

2. Referral to Fine Committee

- If not corrected, the Board may refer the violation to the **Fine Committee**, which is composed of at least three non-Board, non-related unit owners.

3. Hearing Notice

- A **minimum of 14 days' written notice** will be provided to the unit owner stating:
 - Date, time, and location of the hearing
 - Description of the alleged violation
 - Right to attend and speak at the hearing

4. Hearing & Decision

- The Fine Committee will hear testimony from both the Association and the owner.
- The Committee recommends to the Board whether or not a fine should be imposed.
- **No fine may be imposed without Committee approval.**
- **If the violator does not appear, fine goes into effect**

6. Notice of Fine

If a fine is approved by the Committee, a final notice will be sent to the owner specifying:

- The amount of the fine
- The due date (typically 5–10 business days from notice)
- Payment instructions

7. Collection

Unpaid fines may be subject to further action per FS 719 and the governing documents after 90 days which can include suspension of use of common areas and the right to vote.

8. Notification Methods

- All notices will be provided **in writing**, delivered by **U.S. Mail, hand-delivery, or email** (if consented).
- **Certified Mail** may be used at the Board's discretion for tracking and legal purposes.

Approved by the Board on: 6/25/25

Signed: _____

Debbie Poland, General Manager Lake Como Co-Op