

POLICY TITLE - FINING COMMITTEE
POLICY SECTION - COMMITTEES
POLICY NUMBER - 04
DATE OF ORIGIN -
APPROVED BY - HMCI BOARD OF DIRECTORS -
REVIEW/REVISION DATE

DRAFT
 waiting for
 final approval

POLICY STATEMENT – The HMCI Board of Directors believes that a Fining Committee is essential to ensure a fair practice of imposing fines and establishing due process for the affected resident(s) as the imposition of fines is a serious matter.

PURPOSE – The purpose of the committee is to provide affected owners and resident’s due process for the imposition of fines due to the failure of the owner or the resident to correct Park violation(s), related to non-compliance of a Park rule after three (3) notifications from Management to correct. .

SCOPE OF AUTHORITY – The committee has the final authority to consult and review the Park violation and issuance of the fine, and rule in favor or to dismiss the fine, and advise the Board of its decision.

MEMBERSHIP

1. The Fining Committee is considered a committee of the Board.
2. The Board of Directors will appoint three volunteers to the Committee, none of whom may be a Board Director, Officer, or employee of the Association, nor can the committee member be related legally or by blood to a Director, Officer, or employee. Committee members must remain members in good standing with the Association.
3. The Committee shall serve at the pleasure of the Board but has the final determination and resolution.
4. The Committee shall be established upon the request of the affected resident or owner.

RULES AND RESPONSIBILITIES

1. The Fining Committee will review the Rules and Regulations pertaining to the Park violation.
2. The Committee will determine if the Park Manager has taken the appropriate steps of Rule Enforcement, per the Rules and Regulations.
3. The Committee will schedule an open member meeting, with posted notices 14 days in advance, to be coordinated with Management. Minutes must be recorded.
4. The Committee will allow the affected owner or resident three (3) minutes to state their case or respond to committee questions.
5. The Committee will then determine whether to dismiss the case, with no issuance of fines, or to impose a fine. The maximum fine per day is \$100.00 for each violation with the maximum cumulative total of fines for any case of \$1,000.00. The Committee may commence the fine immediately or up to 14 days following the hearing.
6. The Committee will report their final decision to Management.