

PINEWOOD VILLAGE OF MELBOURNE HOMEOWNERS ASSOCIATION

STEP BY STEP PROCEDURE

- A. 30 DAY NOTICE OF VIOLATIONS OF GOVERNING DOCUMENTS.
- B. HEARING COMMITTEE.
- C. COLLECTION.

1.
 - Arch Control Committee gives Secretary 30 day notice of violation.
 - Secretary sends 30-day notice in a time sensitive manner to coincide with dates on notice (within 1week at the latest)
 - Copy goes in recipient's file, and another copy goes to Architectural Control Committee.
2.
 - If violations are unresolved at the end of 30 Days, Arch, Control Committee notifies Board
 - Board agrees on amount of fine as stated in Bylaws, Article VII, Section 1 (e)
 - Board advises Hearing committee Chairman and requests hearing date be set.
 - Hearing Committee confers with its members, and conducts its own on-site review.
 - If hearing committee is unanimous that shortcomings do not warrant a fine, case closed, no hearing need be held, and at that fact reported to the Board.
 - If not unanimous, set a date for hearing, Date must be a minimum of 3 weeks, (to allow secretary to mail 15 day notice) Notify Secretary of the date of hearing.
3.
 - Secretary sends 15 day notice, giving recipient at least 15 days before scheduled hearing
 - Certified mail, return receipt, to assure delivery, or hand deliver.
 - Urge recipient to be present, give time, place, and date of hearing, reiterate shortcomings and possible fining.
 - Secretary sends a copy of the rule pertaining to the violation.
 - Copy goes in recipient's file and another to Hearing Committee.
4.
 - Hearing Committee meets on day of hearing at the clubhouse.
 - If recipients are present let them have their say.
 - After dismissal of recipient, Committee comes to a decision.
 - Majority vote suffices.
 - Maximum of one board member may attend, only to answer questions, not to participate in decision.
 - Hearing Committee conveys decision to Board, annotate Committee copy of letter and deliver to an officer.
 - Secretary advises recipient of Hearing Committee decision with invoice if penalty imposed and explanation of escalation.
5.
 - Officer of the board files the necessary documents in accordance with current Florida Statues to collect fines.