

KEY MANOR CONDOMINIUM ASSOCIATION INC VIOLATION POLICY

Pursuant to the authority within the Association's governing documents and Florida Statute Section 718, the Board of Directors hereby adopts the following Violation Policy which shall be in effect for Key Manor Condominium Association, Inc..

1. "Violation" refers to any action or condition within the community and 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 may be obtained from the Association's Property Manager via email: jkidd@ameritechmail.com

2. Violation Procedure:

- (a) A violation may be identified by Association Board Members, residents or the Property Management firm — and must be promptly reported to the Association's Property Manager via e-mail: jkidd@ameritechmail.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 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 may be levied.
- (c) If the violation is not cured within the timeframe specified in the 1st Notice, the owner will receive a 2nd Notice letter indicating that a fine or suspension is being levied, and providing the owner or tenant with at least 14 days' notice of a hearing date before the Fining Committee.
- (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 at the hearing.
- (e) If the violation remains uncured as of the date of the fining hearing, the Association may seek the maximum fine amount and the owner will have an opportunity to present evidence regarding the violation and remediation efforts, if any, to the Fining Committee.
- (f) The Fining Committee's role is to accept or reject the fine proposed by the Association. If a majority of the Fining 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 fining hearing, the matter may be turned 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 litigation at any point.

3. 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.

Approved by Board this 1st day of April 2023.

Signed

A handwritten signature in blue ink, appearing to read "Matthew G. Martin", written over a horizontal line.

Vice President

Print Name:

MATTHEW G MARTIN