

**A Resolution of the Board of
PLANTATION LAKES HOMEOWNERS' ASSOCIATION, INC.
(the “Association”) Adopting a Uniform Policy for
Covenant Enforcement for Plantation Lakes (the “Community”)**

WHEREAS, the enforcement of the restrictive covenants, rules, regulations and policies of the Association is essential for the Association to maintain a harmonious community; and

WHEREAS, the Association’s authority to enforce covenants, rules and regulations and policies, and to establish committees comes from the Association’s Declaration, Certificate of Incorporation, Bylaws and Rules and Regulations (collectively, the “Governing Documents”) and the applicable Delaware statutes (the “Statutes”); and

WHEREAS, the Association’s Board of Directors (the “Board”) is granted the authority to act on behalf of the Association in the enforcement of the Governing Documents; and

WHEREAS, a uniform and strictly enforced policy for the enforcement of the Governing Documents will help maintain a uniform appearance of the Community; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform and systematic procedure for the enforcement of the Governing Documents and for dealing with owners of homes and lots in the Community (“Owners”) in violation of the Rules and Regulations promptly.

NOW THEREFORE, BE IT RESOLVED, that the following Governing Documents Enforcement Policy (the “Policy”) be adopted by the Association in its entirety.

BE IT FURTHER RESOLVED, that the Fine Review Committee as outlined in Section E below be established.

Governing Documents Enforcement Policy

A) Overview

Utilizing a documented process for Governing Documents violations will ensure that violations are handled consistently and that each party’s due process is protected. Thus, appropriate notice and an opportunity for the Owner to correct the alleged violation and/or to be heard on the matter is required before any fine or suspension is imposed.

B) Violation Notification

If the Association or its authorized managers (collectively, “Management”) is made aware of any violation(s) of the Governing Documents, Management will adhere to the following notification process:

1. First Notice – Written notice will be sent to the applicable Owner(s) identifying the violation and providing the Owner(s) three (3) business days from the date of such notice to correct the violation or provide Management a written plan to correct the violation. The first notice is a courtesy, designed to be a friendly reminder. The first notice will include photos of the violation, if reasonably possible.
2. Second Violation Notice – If the violation still exists during the follow-up inspection and no communication has been received from the Owner(s) after the three (3) day period provided in the first notice, Management will send a second notice via certified (return receipt) and regular US Mail. The second notice will reference the first notice and provide a fourteen (14) day period from the date of the second notice to correct the violation in accordance with the Governing Documents and/or the Statutes, as applicable. The second notice will also inform the Owner that if the violation is not corrected and maintained thereafter, the Board may impose fines or suspensions at a properly noticed Board meeting. The second notice will include photos of the violation, if reasonably possible.

C) Imposition of Fines and Suspensions

When fines or suspensions are proposed to be levied, the Board and Management shall adhere to the following procedure:

1. Standing fines have been established for certain violations and are outlined in Exhibit “A”. The Board will establish fines not contemplated in the Standing Fine Schedule in accordance with the Governing Documents and/or the Statutes, whenever necessary.
2. Fines may be up to a maximum of \$250.00 per day/occurrence unless a higher amount is authorized in the Governing Documents and/or the Statutes. The maximum cumulative total for a single violation may not exceed the higher of the amount provided in the Governing Documents or the Statutes, if any.
3. Once the Board proposes a fine or suspension, notice will be sent via certified (return receipt) and regular US Mail informing the Owner of the proposed fine and/or suspension. The notice will also provide a date, time, and location at which a hearing with the Fine Review Committee, as outlined in Section D, will occur.
4. Fines and suspensions may only be levied at a properly noticed Board meeting in which the subject property account number is listed on the agenda. Fines imposed will be retroactively applied based on the date of applicable notice of the proposed fine.

D) Right to a Hearing

Prior to imposition of any fine or suspension by the Board, except for failure to pay monetary obligations to the Association, the applicable Owner shall have the right to a hearing. The Association will automatically schedule a hearing with the Fine Review Committee to occur not less than fourteen (14) days after the Board has proposed a fine or

suspension. The Owner may attend the hearing and present evidence or facts as to why the fine or suspension should not be imposed. If the Fine Review Committee, by majority vote, rejects the fine or suspension, the fine or suspension may not be imposed. If the Fine Review Committee, by majority vote, confirms the proposed fine or suspension, the Board may impose the fine or suspension accordingly. A final notice will be sent via certified (return receipt) and regular US Mail notifying the Owner of the imposition of any fine or suspension and provide a five (5) business day period in which to pay any fines and to correct any applicable violation.

E) Creation of Fine Review Committee

In order to adhere to the Policy, the Board hereby creates the Fine Review Committee and subjects the Fine Review Committee to the following charter:

1. Composition: The Fine Review Committee will be composed of at least three (3) Owners appointed by the Board who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. Alternate Fine Review Committee members may also be appointed at the discretion of the Board, whenever deemed necessary.
2. Term: Fine Review Committee members shall serve until their resignation or removal by the Board.
3. Duties: The sole purpose of the Fine Review Committee shall be limited to determining whether to confirm or reject the fine or suspension proposed to be levied by the Board.
4. Meetings: The Fine Review Committee shall only meet as called upon by the Board to determine whether a proposed fine or suspension shall be levied.
5. Determination: In the event the Fine Review Committee determines to confirm the proposed fine or suspension, the Board shall levy such fine or suspension accordingly at its next meeting. In the event of any dispute in respect of any fines or suspensions, the provisions of the Governing Documents related to dispute resolution shall apply.

(BALANCE OF PAGE INTENTIONALLY LEFT BLANK)

This resolution was adopted by the Board on this _____ day of _____, 2019 and shall be effective immediately.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his/her hand and the seal of the Association this _____ day of _____, 2019.

By: _____

Print: _____

Title: President

Certificate of Corporate Secretary

The undersigned hereby certifies that he/she is the Secretary of the Corporation; that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of said corporation held on this _____ day of _____, 2019 at which a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this _____ day of _____, 2019.

By: _____

Print: _____

Title: Secretary

Exhibit A

Standing Fine Schedule

Violation	Fine (per day/occurrence)
Architectural Violation (major modification without approval – Conforming to the Design Standards)	\$250 per occurrence
Architectural Violation (major modification without approval – Non-conforming to the Design Standards)	\$250 per day
Failure to maintain property (dirty roof, dirty pavers/sidewalk, painting, etc.)	\$250 per day
Parking Violations	First offense – Violation Letter Second offense - \$75 Subsequent offenses - \$100
Illegal Renting	\$250 and 90 day membership suspension per occurrence.
Miscellaneous Violations (exterior decorations, trash cans, etc.)	\$100 per day/occurrence

Standing fines may be modified or amended by the Board from time to time.