

**STILLWATER UNIT THREE HOMEOWNERS ASSOCIATION, INC.**  
**321 INTERSTATE BLVD.**  
**SARASOTA, FLORIDA 34240**  
**TEL (941) 378-0260 FAX (941) 378-0322 INFO@SUNVAST.NET**

**Resolution of Compliance and Penalty Process  
for NonCompliance of Governing Documents**

Resolved, that the Board of Directors for the Stillwater 3 Homeowner's Association has the authority under the governing documents of the association to make certain regulations, rules, and procedures regarding association matters.

Further, pursuant to a meeting held by a majority of the Board of Directors of the Association on \_\_\_\_\_, the following procedure regarding the enforcement for violations of the governing documents and subsequent fine and appeal process is hereby adopted.

The procedure listed below directs noncompliance action to be taken in 3 notification steps:

1. A Courtesy Notice and accompanying Compliance Notice.
2. A Final Notice.
3. A Fine Notice.

These notifications will be sent to the homeowner and/or rental resident, as is the case.

1. Upon discovery of a violation the homeowner will be sent a Courtesy Notice detailing the nature of the violation and time frame for voluntary correction. An accompanying Notice of Compliance will provide the opportunity for resident's intent to respond and correct the violation(s).
2. If necessary, the homeowner and/or rental resident will receive a second and Final Notice for non-compliance after the initial time frame for compliance has lapsed. This notice will state both the provisions of a fine, as well as an opportunity to attend a hearing of the Compliance Committee to dispute or appeal the violation and possible fine. This Final Notice will provide a final date for compliance, as well as a date for hearing attendance.
3. Should the violation(s) not be corrected by the date indicated in the Final Notice, a Fine Notice describing the action taken by the Compliance Committee will be sent to the homeowner and/or rental resident in violation. This notice will describe the fine, collection date, and possible legal action that may follow.

In Witness Whereof, I have set my hand as Secretary of the Stillwater 3 Homeowner's Association, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Name

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## COURTESY NOTICE

**Date:** \_\_\_\_\_

**Dear** \_\_\_\_\_ :

**Your Stillwater 3 Homeowner's Association was established to maintain the common property and enforce the governing documents that serve the interest of the community, as well as preserve and protect property values. In keeping with this responsibility, the Board of Directors and management reserves the right to review the use and conditions of properties to ensure compliance, which affects the community as a whole.**

**It has been observed that your property is currently not in compliance with a rule(s) of the governing documents.**

**Specifically,** \_\_\_\_\_

\_\_\_\_\_ .

**(Stated Article, Section, and page numbers):** \_\_\_\_\_

\_\_\_\_\_ .

**Please accept this letter as a friendly reminder to bring your property into compliance within \_\_\_\_\_ days from the date of this notice. Also, note that failure to comply may result in fines/penalties) being levied against your account.**

**Please complete the attached Notice of Compliance and send or fax it to the Stillwater 3 HOA address shown above.**

**Respectfully,** \_\_\_\_\_

**STILLWATER UNIT THREE HOMEOWNERS ASSOCIATION, INC.**  
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## **Notice of Compliance**

**Please complete and return to the above Stillwater 3 Homeowner's Association address, c/o Sun Vast Properties, Inc.**

Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

E - mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I have corrected the violation described in the attached Courtesy Notice.**

Check one.    Yes    \_\_\_\_\_                  No    \_\_\_\_\_

Date of correction: \_\_\_\_\_

**I intend to correct the violation, however due to:**

\_\_\_\_\_  
\_\_\_\_\_

**I am unable to correct the violation by the required date, but will make the correction by: \_\_\_\_\_ .**

Resident Signature: \_\_\_\_\_

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## **Final Notice**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

You were previously sent a Courtesy Notice and Notice of Compliance on  
\_\_\_\_\_ written to you regarding \_\_\_\_\_

\_\_\_\_\_ .  
To date, the violation(s) remain(s) in noncompliance. As a reminder the rule  
states: (Stated Article, Section, and page numbers)

\_\_\_\_\_ .  
This shall serve as Final Notice of the violation(s) as referenced above. The Board  
of Directors requires that the violation be corrected on or before  
\_\_\_\_\_. If not corrected by this date, the following actions will take  
place: a hearing before the Compliance Committee will be scheduled for  
\_\_\_\_\_ at the clubhouse. If you cannot attend this meeting and  
need to reschedule, please call our office within \_\_\_\_ business days, otherwise  
a fine of \$100. per day and up to \$1,000. per occurrence will be recommended to  
the committee. To dispute the violation(s) and fine/penalty you must attend this  
hearing or a default decision against you will be made in absentia.

In addition any fine(s) ratified by the committee must be paid within \_\_\_\_ days  
from the date of this Notice to avoid additional legal consequences.

Respectfully,

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## **FINE NOTICE**

**Date:** \_\_\_\_\_

**Dear** \_\_\_\_\_:

**At the hearing held on \_\_\_\_\_, your case was presented to the Compliance Committee.**

**The following action was taken:** \_\_\_\_\_

\_\_\_\_\_ .

**In addition, (should a fine be assessed) failure to pay the fine within**

**\_\_\_\_\_ days may result in the suspension of your right to use the common facilities until paid, and may result in additional legal actions being taken against you.**

**Please send immediate payment to:**

**Stillwater 3 Homeowner's Association**

**C/O Sun Vast Properties, Inc. 321 Interstate Blvd. Sarasota, FL 34240**

**Respectfully,**