

## Rules for Community Living

### Addendum #6

#### Section J. Enforcement of Rules and Regulations

##### Approved by the Board of Directors – 10-24-17

The Pennbrooke Homeowners' Association is authorized to levy fines or suspend use rights of the common areas for the purpose of enforcing the provisions of the PHOA governing documents and the Rules & Regulation in a manner consistent with Florida Statute 720. The Association may levy fines or suspend user rights against an owner, lessee or their respective guests (herein after referred to as "occupant") for each violation of the Rules and Regulations.

1. The Board of Directors shall appoint a subcommittee consisting of a minimum of three (3) members of the Rules and Regulations Committee and/or members at large, provided that no member of this subcommittee shall be an officer, director, or employee of Pennbrooke, nor a spouse, parent, child, brother, or sister of an officer, director or employee of Pennbrooke. This subcommittee shall conduct special meetings for the purpose of approving or rejecting the imposition of fines pursuant to this Section J and PHOA Policy 18.
2. Prior to imposing a fine for violations of the Rules and Regulations, an occupant will receive written notice of the violation by U.S mail. The occupant shall have ten (10) days in which to cure the violation or abstain from the action noted.
3. If the violation is not corrected or abstained from within the stated time, the occupant shall be assessed a pending violation fee by the Pennbrooke Homeowners' Board of Directors, and be given a fourteen (14) day written notice sent by certified U.S. mail to appear for a hearing at a special meeting of the subcommittee called for that purpose.
4. The occupant will have the opportunity to present their position with respect to the violation. At that time, the subcommittee shall vote whether to approve or reject the proposed fine. If the subcommittee, by majority vote, does not approve the proposed fine, it will not be imposed.
5. If the occupant does not cure the violation, abstains from the action noted or repeats the violation, the fine will commence from the date of the hearing or from the date of the repeat violation.
6. The occupant shall pay the imposed fine and all costs incurred pursuant to this section within thirty (30) days after the fine is levied. Should the occupant not pay the levied fine, a suspension of use rights may be imposed.
7. The Pennbrooke Homeowners' Association will pursue all remedies to the fullest extent of the law, including placing the violation fines on the estoppel certificate of the owner's property.