

# Scott Lake West Homeowners' Association (SLWHA)

## Violation Process

### INTRODUCTION

WHEREAS, the Covenants and Restriction, (C&Rs) of Scott Lake West Homeowners' Association, (SLWHA ) and the Florida State statutes, Chapter 720 charge the Board of Directors with the powers and duties to ensure that residents who enjoy the privilege of membership in the Scott Lake West Homeowners' Association, also accept the responsibility of not infringing on their neighbors' rights of peaceful enjoyment, safety, and sustained property value.

### VIOLATION PROCESS

1. In order to begin the *Violation Process*, the resident must state **in writing** any rule violation he or she is reporting. Violation must be documented with dates, times and pictures. If the violation is being reported by another resident, a written report must be sent to SLWHA Board of Directors at the mailing address or e-mail address.
2. The resident making the complaint must date, sign and include their address and phone number in the report.
3. The resident making the complaint must include as much information regarding the violation as possible. Information, which will assist the Board of Directors to seek compliance, should include the physical address where the violation has occurred and the dates and times of the infraction(s). If the complaint is about parking, all vehicle information is required- the make, model, color, license plate, state of registration, etc.
4. The Board of Directors reserves the right to seek clarification and direction from legal counsel before taking any action.
5. Upon receipt of the above information, a *Neighborly Notice to Correct Condition* will be posted at the residence, hand delivered or mailed to the resident who is in violation, and copied to the resident making the initial complaint.
6. The Board of Directors may also send a *Neighborly Notice to Correct Condition* to a resident if a violation is discovered by one of the Board members.
7. If the condition is not corrected within a reasonable time, determined by the Board of Directors, a formal *Notice of Fine to be assessed* will be sent or hand delivered. This begins the *Notice of Fine Process*.

# SLWHA VIOLATION PROCESS

