

THE ROLE OF THE REVIEW COMMITTEE:

- Ensure that the guidelines and directives of Florida State Statute 718.303 are maintained in the fining process for rule non compliance issues.
 - Ensure that a fair, proper and unbiased practice is taken by the Board of Directors.
 - Review and Examine the documentation in place to verify that there is a valid infraction of the condominium's governing rules.
 - Allow the unit owner an opportunity for a hearing before the Review Committee.
 - Determine yes or no to the fine.
- *** No recommendations or opinion may be given whatsoever

NOTICE OF VIOLATION PROTOCOL:

(a) Upon knowledge of a violation, a non-compliance complaint file is opened, to which all documentation is logged and if applicable, a site visit/inspection is required

(b) 1st notice: A courtesy/warning letter is sent, citing the violation details, citing the relevant rule within the condo documents and if applicable, a timeframe for correction and stating that continuing violation may be subject to a fine.

(c) 2nd notice (if applicable): Providing at least 14 days written notice, a letter is sent, citing the proposed fine and allowing the unit owner an opportunity for a hearing before the Review Committee, prior to a fine being imposed. The role of the Review Committee is to either confirm or reject a proposed fine - No directive or comment may be made.

(d) 3rd notice: Notice of the Review Committee decision.

If a fine is confirmed the notice specifies the amount and payment terms.

***** The Review Committee does not participate in any capacity to the monitoring, providing of proof or the reporting of compliance violations.**

COMMITTEE REVIEW CRITERIA:

- Proposed infraction is supported as a non compliance violation within Bermuda Bay governing documents.
- Notifications to unit owner meet the required criteria in accordance of Florida State Statute 718.303.
- If applicable, the cited unit owner is given an opportunity to correct the violation.
- The unit owner has been provided with at least 14 days written notice of the opportunity to attend and/or participate in a hearing before the Review Committee.
- The Information provided supports verification of a violation of Bermuda Bay governing documents.