

# Windrush Bay Condominium Association, Inc.

## Compliance Policy

Pursuant to the authority within the Association's governing documents and Florida Statute Section 718, the Board of Directors hereby adopt the following Violation Policy which shall be in effect for the Windrush Bay Condominium Association, Inc.

1. A "violation" refers to any action or condition within the community and on the common elements that violates any covenant, rule, or policy contained within the Association's Declaration, Bylaws, Rules & Regulations, or Board Policies (collectively, the governing documents).
2. Violation Procedure:
  - (a) A violation may be identified by Association Board Members, residents, or the Property Management firm- and must be reported to the Association's Property Manager, Ellyse Vosselmann, via email: [evosselmann@ameritechmail.com](mailto:evosselmann@ameritechmail.com).
  - (b) Upon identifying a violation, the Property Management firm will provide notice of the violation to the owner and/or occupant (1<sup>st</sup> notice) and afford the owner or occupant reasonable time to cure the violation. The 1<sup>st</sup> notice is a courtesy notice and will document the violation, identifying the specific rule that has been violated, and will indicate how the violation may be

corrected. Further, the 1<sup>st</sup> notice will indicate that if the violation is not cured, the matter will be referred to the Compliance Committee.

- (c) If the violation remains uncured, the owner will receive a Fining Notice Letter indicating that a daily fine or suspension is being levied, and providing the owner or occupant a 14 day notice of a hearing date before the Compliance Committee. The daily fine amount of \$100.00, and fines continue to accrue for each day the violation is unresolved up to \$1000.00 beginning the date of the Fining Notice Letter.
- (d) An Association representative will inspect the premises on the day of the fining hearing to determine whether the violation has been cured. If the violation has been cured, the Association will waive the fine.
- (e) If the violation remains uncured as of the date of the fining hearing, the Association will seek the maximum fine amount of \$1000.00 and the owner will have an opportunity to present evidence regarding the violation and remediation efforts, if any, to the Compliance Committee.
- (f) The Compliance Committee's role is to accept or reject the fine or suspension proposed by the Association. If the majority of the Compliance Committee approves the proposed fine, the fine shall be placed on the owner's account ledger and the Association shall issue a letter to the owner advising of the same. Payment of the fine shall be due five (5) days after the final letter is issued to the

owner advising that the fine was imposed. The final Fining Letter will include the amount of the fine, when the fine is due, and indicate how the violation may be corrected. Any fine that remains unpaid after 90 days will result in suspension of the Owners common element amenity use and voting rights.

(g) If the violation remains uncured after the fining hearing, the matter will be turned over to the Association's attorney to initiate legal action, which will be at the owners expense. Depending on the nature and severity of the violation, or in the event of repeat violations within twelve (12) months, the Board reserves the right to escalate the violation directly to the attorney for enforcement.

3. The violation policy supersedes any previous violation policy both past and present, and any deviation from this policy shall not constitute a waiver of any rights or remedies of the Association in having violations resolved.

Approved by the Board on this 18 day of March 2026

Signed: M Metzaro Title: President

Print Name: Michelle Metzaro