

Manor Hill Owners' Association, Inc.

*Sun 'N Lake
P.O. Box 7978
Sebring, FL 33872*

Enforcement Committee Process

Committee Membership:

The committee shall consist of 3 homeowners who are full-time residents of Manor Hill.

Step 1:

The committee will meet monthly to conduct a tour of the neighborhood and identify those homeowners in violation of the community covenants and restrictions.

Two of the three committee members must agree the property is in violation in order for any action to take place.

The Chair of the committee must keep records of all homeowner violations.

Step 2:

A picture and description of the specific violation(s) will be sent to the President of the HOA for review and action if needed.

Actions are as follows:

- The President, if needed, will discuss the violations with the committee Chair and/or committee members
- The President, based on prior knowledge of homeowner infractions or special circumstances may deem any violation to be invalid and will communicate that back to the committee Chair
- The President may then either call the homeowner or contact the homeowner in person to discuss the violation or,
- If unable to reach by phone or in person, the President may send a violation letter to the homeowner with specifics of the violation and timeframe in which the violation should be rectified (typically within 21-30 days)
- If the violation is not rectified within the given timeframe, the President may impose a daily fine of up to a \$1000 in total until the violation is rectified.
- If the violation is not rectified and the fine has reached \$1000 in total, a lien may be placed against the home.
- Prior to a lien being placed, the homeowner has the right to a hearing to appeal the fine
- At any time during this process and before a lien is imposed, the violation is rectified, there will be no fine imposed.

Step 3:

The President of the HOA, as needed, will communicate with the Enforcement Committee Chair and/or committee members and/or homeowners throughout this process.

The President will keep records of any correspondence particular to any homeowner violation and resolution.