

COMPLIANCE / COVENANT ENFORCEMENT POLICY

(Policy revised 7-21-2020 by Board of Directors)

This Compliance/Covenant Enforcement Policy is empowered under the Royal St. Andrew Bylaws, (Articles 15 & 6, Section 6(j)) and Florida Statutes Section 718.303 to adjudicate any Board of Director imposed fine or suspension levied against an Owner (and if applicable, any Resident, Occupant, Tenant, Guest, Licensee, Invitee or Family member) for an infraction of the Declaration, Bylaws, Rules and Policies of the Royal St. Andrew.

(1) When a violation, defined above as an infraction of the Declaration, Bylaws, Rules and Policies of the RSA, is alleged, it should be noted and reported to the Manager. The report should be in writing, or written down if reported orally, and include a complete accounting of the alleged violation, including date(s), place(s) and individual(s) involved and should be kept in the files of the Association.

(2) The Manager will then inquire of the parties involved to see if the situation can be resolved without further action. If the Manager finds that the issue cannot be resolved, then the Owner (and if applicable, any Resident, Occupant, Tenant, Guest, Licensee, Invitee or Family member) will receive from the Manager a Notice of Violation clearly noting the violation and the expected corrective action. The Owner (and if applicable, any Resident, Occupant, Tenant, Guest, Licensee, Invitee or Family member) should be given time to correct the violation (usually anywhere from 10 - 30 days, depending on the violation). The Owner may submit a written request a grace period for compliance, which may be granted or denied as determined by the circumstances and severity of the situation.

(3) After the allotted period of time has expired, the Manager will verify if the violation has been remedied and advise the Board of the status.

(4) If the violation has not been remedied, the Board of Directors places the issue on the agenda of a duly-noticed Board meeting, and votes on whether to impose a fine and/or suspension of the right to use the Common Elements and Common Facilities and/or suspension of voting rights. If a fine is imposed, the Board also votes on the amount of the fine to be imposed up to \$100 per day with a total cap of \$1,000 in the aggregate of a continuing violation.

(5) If the Board of Directors decides to impose a fine or suspension, the Owner (and if applicable, any Resident, Occupant, Tenant, Guest, Licensee, Invitee or Family member) will receive a Notice of Compliance Appeals Committee Hearing via certified mail and regular mail advising that they are invited to attend a scheduled hearing before

the Compliance Appeals Committee. The Notice of Compliance Appeals Committee Hearing must be sent out not less than fourteen (14) days prior to the hearing date.

(6) The Compliance Appeals Committee holds a meeting on the previously-noticed date to consider any oral and/or written arguments presented by the Owner or his representative in appeal. Note that the Owner is not required to attend the meeting. The committee then votes in private on whether to "confirm" or "reject" the imposition of the fine and/or suspension. The results of the vote are conveyed in writing to the Board of Directors within 1 day of the hearing. A majority vote of the members of the Compliance Appeals Committee is required to confirm the fine and/or suspension. The Owner (and if applicable, any Resident, Occupant, Tenant, Guest, Licensee, Invitee or Family member) will receive written notice from the Board of Directors that the fine and/or suspension has, or has not, been imposed. If a fine is imposed, the notice must include the amount of the fine and state that the fine payment is due five (5) days after the date of the hearing. The outcome is documented and kept in the files of the Association.

(7) In addition to or as an alternative to the steps above, the matter may be referred to the Association's attorney for necessary action to enforce compliance. Such action may be a demand letter from the attorney or the commencement of arbitration or legal action as referenced in Article 18 of the of the Amended and Restated Bylaws of The Royal St. Andrew Association, Inc. and Florida Statutes Section 718.1255.