

**PLANTATION ROW HOMEOWNERS' ASSOCIATION, INC.**

A RESOLUTION OF THE BOARD OF DIRECTORS ON THE PROCEDURE TO WAIVE LATE FEES AND FINES.

**BE IT HEREBY RESOLVED** by the Board of Directors (the Board) of Plantation Row Homeowners' Association, Inc. (the Board), as follows:

WHEREAS, the imposition of late fees and fines should be fair and equitable to all residents and no resident should be shown favoritism or given special treatment; and,

WHEREAS, there may be extraordinary or special circumstances when a late fee or fine may be waived, and any such waiver should be well-documented for its reason(s) and should be made transparent by inclusion in our HOA documents available to all homeowners to inspect;

WHEREAS, the Board of Directors has determined that to help prevent favoritism, any waiver from late fees or fines should be authorized and signed by all Board members in office at the time of the waiver, and the authorization shall include a written summary or explanation of why the waiver was granted. If the waiver is not signed by the Board unanimously, or if any Board member abstains, then no waiver shall be granted. A list of the dates, amounts and reasons for any waivers shall be made available to all homeowners of Plantation Row upon request of the homeowner(s). Outside of Board members, the names of those delinquent in assessments shall not be available.

THIS RESOLUTION is effective immediately.

ADOPTED by the Board of Directors on this the 20<sup>th</sup> day of February, 2021.

PLANTATION ROW HOMEOWNERS' ASSOCIATION, INC.

By: /sig/ the full Board