

Canterbury Chase Homeowners Association, Inc.
Seminole, Florida 33772

ADMINISTRATIVE RULES FOR ENFORCEMENT OF DEED RESTRICTIONS

1. **Authority**

The Canterbury Chase Homeowners Association, Inc. is a not for profit corporation operating within the State of Florida. Section 6. Administrative Rules in its Constitution and By-Laws revised and approved in October, 2020, directs that the Board of Directors shall develop and maintain administrative rules for enforcement of deed restrictions.

These rules are read in conjunction with the terms as defined and procedures governed by the Constitution and By-Laws revised and approved in October, 2020.

2. **Approval**

The Board of Directors (hereinafter "BOD") in meeting on February 22, 2021 having considered the matter, being fully advised in the premises adopts these Administrative Rules for Enforcement of Deed Restrictions.

3. **Procedure**

- A. Any member in good standing may make a complaint to a member of the BOD. Complaint may be oral or in writing.
- B. The BOD member receiving the complaint may present the concern to BOD officers informally (phone, email, text or other communication), for preliminary or final determination as discussed below. Further, the complaint must be presented to the BOD at the next BOD meeting. BOD action shall proceed only upon a vote of at least three (3) Officers as recognized in the Constitution and By-Laws, revised and approved in October, 2020.
- C. The BOD may make a preliminary or full determination and take whatever reasonable action appropriate. This action includes but is not limited to the following:
 - 1. Further investigation of the complaint.
 - 2. Seeking professional guidance on alleged violation, including full retention of legal or other professional counsel.
 - 3. Dismiss the complaint as unfounded or inappropriate.
 - 4. Discussing complaint and finding good faith basis to proceed with a BOD

authorized cease and desist letter or other such corrective letter to the alleged offender.

5. Prosecute offending party through any proceeding at law or in equity to enforce the Canterbury Chase Covenants and Deed Restrictions as authorized in numbered paragraph 12, which specifically empowers the Canterbury Chase Homeowners Association, Inc. to take said action; to seek and recover specific performance, corrective action, fees and costs, or any other relief as is appropriate.
 6. Terminate membership of offending member.
- D. If the BOD proceeds, other than to dismiss the complaint as unfounded or inappropriate, then the alleged offender may appeal the BOD decision to the general membership at only the next regular meeting of the Canterbury Chase Home Owner's Association.
 - E. Any contract for legal or other professional services for the prosecution of violation of covenants and deed restrictions (not applicable for investigation of complaint or appropriate BOD options) that is BOD authorized before the next general membership meeting appellate option, shall include language in the contract noting that said representation must include and be governed by Section 6. Administrative Rules, where a vote of 60% of general members present may terminate the prosecution and that services with no further cost or expense.
 - F. Should legal action be commenced and filed in a Florida court of law, the BOD shall announce the commencement and conclusion at a general meeting of the Canterbury Chase Home Owner's Association.
4. **Supporting Documents**
- A. Three (3) page Canterbury Chase Covenants and Deed Restrictions.
 - B. Four (4) page Canterbury Chase Homeowners Association, Inc., current Revised Constitution and By-Laws in October, 2020.