

## TURTLE CAY MASTER ASSOCIATION, INC.

### Non-Compliance, Courtesy Notices, Fines, and Property Damage Fees

#### Non-Compliance

The Compliance Enforcement Process begins upon receipt by Management of a verifiable report of non-compliance, or upon direct inspection by Management Staff. For a resident-submitted report to be considered, the details provided must be factually accurate and accompanied by photo and/or video which clearly illustrates the alleged infraction. Critical details such as date, time, and property address(es) of the involved parties must also be included. Anonymous submissions will be disregarded.

When reporting a parking violation, please include a photo of the vehicle(s) license plate(s).

When reporting a trash/recycling bin violation, the photo(s) of the bin(s) must include the numerical address of the property in question.

When reporting violations related to behavioral issues, do not risk your safety or the safety of others for the sake of photo/video documentation of the incident. Record the event only if it is safe for you to do so. In cases where you feel your personal safety is at risk, immediately leave the scene and alert the police (if warranted), then the Gate Officer on Duty. Reports of this nature must be accompanied by a police report or a report from the responding Patrol Officer on Duty.

If upon analysis the information received is found to be inaccurate or otherwise lacks merit, the report will be disregarded. Otherwise, standard compliance enforcement procedures will be initiated.

#### Courtesy Notices

Courtesy Notices include, but are not limited to, the following violations: Parking, Trash/Recycling Bin, Animal & Pet, Nuisance, Architectural and Landscaping, Leasing, Maintenance, Signs, Roof Tarp, and Sports Equipment. For most Courtesy Notices, the fine schedule is as follows:

- **1<sup>st</sup> Occurrence: Warning Notice\***

If a warning notice is sent, it will be to advise the recipient of the violation and allow them to correct the issue within the time indicated, with no penalty. If Management recommends a fine, a Hearing Notice will be sent, and the matter will be forwarded to the Board of Directors for consideration at the next Board Meeting. If the Board approves the fine recommendation, the matter is sent to the Compliance Committee for review at their next Hearing. **\*At the Board's discretion, a \$50 Fine may be levied upon the first occurrence.** In certain instances, the Board may also approve deactivation of key fobs and vehicle transponders until the matter is resolved. Once a fine has been upheld by the Compliance Committee at a Hearing, the homeowner has five (5) days to pay the fine in full.

- **2<sup>nd</sup> Occurrence: \$50 Fine\***

If upon reinspection the issue has not been corrected, a second notice or Hearing Notice is sent, and a fine is recommended. The matter is then forwarded to the Board for review at the next Meeting. If the Board approves the fine recommendation, the matter is sent to the Compliance

Committee for review at their next Hearing. **\*At the Board's discretion, a \$100 Fine may be levied upon the second occurrence.** In certain instances, the Board may also approve deactivation of key fobs and vehicle transponders until the matter is resolved. Once a fine has been upheld by the Compliance Committee at a Hearing, the homeowner has five (5) days to pay the fine in full.

- **Subsequent Occurrences: \$100 Fine**, per occurrence.

If upon subsequent reinspections the issue remains unresolved, additional notices or Hearing Notices are sent, and an additional fines are recommended. The matter is then forwarded to the Board for review at the next Meeting. If the Board approves the fine recommendation, the matter is sent to the Compliance Committee for review at their next Hearing. In certain instances, the Board may also approve deactivation of key fobs and vehicle transponders until the matter is resolved. Once a fine has been upheld by the Compliance Committee at a Hearing, the homeowner has five (5) days to pay the fine in full.

#### **Property Damage Fee**

- **Gate Strike**

The parcel owner will be held responsible for any incident of vehicle impact with the property's entry/exit gate arms or swing gates by the parcel owner, parcel occupant, or any licensee or invitee of the parcel's residents. In addition to any immediately obvious damage to a gate arm or swing gate, each impact prematurely degrades the effective useful life of the connected mechanisms, such that the budgeted schedule of repair and replacement is falsely accelerated, at great expense to the Association. While there is no fine for such incidents, **each gate strike that is not caused by a gate arm or swing gate malfunction will incur a Property Damage Fee of \$200. This fee is due within five (5) days of the incident.**

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