

**RESOLUTION OF CYPRESS STRAND CONDOMINIUM ASSOCIATION, INC.
REGARDING THE ESTABLISHMENT OF A COMPLIANCE COMMITTEE TO
PROVIDE A DUE PROCESS FOR VIOLATION FINES AND SUSPENSIONS
OF PRIVILEGES**

Whereas, Chapter 718, Florida Statutes and the Cypress Strand Condominium Association Governing Documents allow administrative actions for noncompliance with the Declaration of Condominium and the Rules and Regulations, and

Whereas, the Board of Directors has determined that it is in the best interest of the Association to adopt a uniform standard in the processing of violations, fines and suspensions for due process of alleged violators,

Now therefore, be it resolved that the Board of Directors hereby establishes the Cypress Strand Compliance Committee (CSCC) to conduct hearings of proposed fines and suspensions and confirm or reject the fines or suspensions.

Mission: The mission of the CSCC shall be to provide a due process for alleged violators by conducting a hearing for an impending, assessed or levied fine or privilege suspension.

1. **Number of Members:** The CSCC shall have no more than five members.
2. **Appointment/Removal of Members:** The Board shall appoint unit owners of the Association to serve as members of the Compliance Committee and shall appoint one of the members to serve as chairperson. The members of the Compliance Committee **may not** be the following individuals: officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. The chairperson shall also select one committee member to serve as co-chair to act in his/her absence.
3. **Term:** Members of the CSCC serve at the discretion of the Board of Directors and may be removed from the CSCC by a majority vote of the Board of Directors. Unless removed by the Board, the term of membership on the Committee shall be for one year from the date of appointment.
4. **Role:** The role of the Committee is limited to determining whether to confirm or reject a fine or suspension of privileges assessed, levied or imposed by the board. If rejected, the fines or suspensions will be set aside.
5. **Committee Meetings:** The Compliance Committee shall meet, when directed by the Board, at a time and place determined by the chairperson of the committee. A quorum of at least three (3) members of the committee must be present to conduct a hearing.
6. **Hearing:** Upon request for a hearing, the CSCC Chairperson will schedule the hearing for the individual/s.
 - a. The Association Manager shall notify the alleged violator/s in writing of the hearing time and place.
 - b. Notice of the hearing shall be posted on the bulletin boards of the Association and shall set forth the date, time, and place of such meeting. Proof of proper notices shall be presented and recognized in the minutes of the CSCC hearing.

- c. The violation/s and supporting documentation will be presented to the Committee by the Board/Manager at the hearing or through documentary evidence provided to the Committee in advance.
 - d. The alleged violator/s shall have a right to present evidence and witnesses, ask questions, and otherwise present a case regarding why the fine or suspension should not be confirmed by the Compliance Committee.
 - e. The CSCC members shall conduct themselves with professional decorum and adhere strictly to confidentiality of the hearings and individual/s accused of violation/s.
 - f. The Committee, after hearing all of the facts, will decide whether to confirm or reject the fine or suspension assessed or levied by the Board of Directors. If the Committee decides that the fine or suspension should not be imposed, then the Board of Directors must accept that decision and it may not be imposed. Written notice of reject findings will be delivered from the Manager to the alleged violator/s.
7. **Failure to Appear at Hearing:** In the event that a violator fails to attend a violation hearing the Compliance Committee will proceed without the violator being present and will make their findings known to the Association Manager and the Board based on the information provided.
8. **Notice of Fine or Suspension Confirmed by the Committee:** If the Compliance Committee confirms and approves the fine or suspension, the Manager shall issue written notice of such fine or suspension by mail or hand delivery to the unit owner and, if applicable, to any tenant, licensee, or invitee of the unit owner. Fines shall be paid, and the violation must be corrected no later than ten (10) working days after written notice of the imposition of a fine using the appropriate Notice. After a fine is imposed, the Board may still have the option to set aside the fine altogether at a later time.
9. **Reports:** The Compliance Committee will report findings to the Association Manager within five (5) days of the hearing, with a copy to the Board. The Committee will also provide minutes of hearings or other meetings within ten (10) days to the Association Manager.