

March 8, 2019

# Wellington Shores Property Inspection/Fine/Grievance Procedure Outline

## Inspections

The Property Manager inspects each property periodically to ensure that the community is kept in a well maintained manner and in compliance with the restrictions, rules, and regulations included in the Declarations of Covenants and Restrictions of Wellington Shores and subsequent rules, regulations, and guidelines adopted by the Board of Directors of the Wellington Shores Association Inc. Items covered in these inspections include but are not limited to the following:

Roof clean  
Mail box painting  
Mail box plumb  
Dead landscaping and trees  
Landscaping overgrown (grass, shrubs, and trees)  
Mold on sidewalks or driveways  
Cars parked on grass along street  
Trash and recycle bins stored out of sight  
Exterior lights (coach lights) need painting  
Fruit trees  
Stains on exterior walls of house  
Signs in yards  
Portable Basketball goals to be stored within 6' of garage when not in use  
Outdoor clothes drying not to be visible from adjoining roads  
Air conditioning and pool equipment hidden by landscaping or wall  
Outside storage hidden by landscaping or wall  
Pit bull terriers not permitted  
Pets kept on leash or under control  
Pets causing annoyance  
Landscaping modifications require ARC approval  
Commercial vehicles with signs exposed parked in driveway or street over night  
Vehicles blocking sidewalks

## Violations

1. **First Notice of Violation** (exhibit 1) sent (via First Class Mail) at time of inspection and gives Property Owner 30 days to correct.
2. **Second Notice of Violation** (exhibit 2) sent (via First Class Mail) 30 days after **First Notice of Violation** if violation has not been corrected. This notice states that if

violation is not corrected within 15 days, the matter will be referred to the Grievance Committee for a hearing.

3. **Fine Letter** (exhibit 3) sent (via First Class Mail and Certified Mail—Return Receipt Requested) 15 days after **Second Notice of Violation** if violation has not been corrected. This Notice informs resident of Grievance Committee Meeting (hearing) date and the proposed fine and/or suspension being sought for the violation referenced in **Second Notice of Violation**. This **Fine Letter** is mailed at least 14 days prior to said Grievance Committee Meeting date. The violating Property Owner may attend this Grievance Committee Meeting with facts supporting their request that the fine/suspension not be levied; however, Grievance Committee will conduct the hearing even if the resident does not attend. After hearing both sides and reviewing all evidence, the Grievance Committee votes to uphold or reject the proposed fine. Their decision by majority vote is final.
4. If the Grievance Committee rejects the fine, then no further action will be taken.
5. If the Grievance Committee approves the fine, then **Notice of Approved Fine/Suspension/Violation** (exhibit 4) sent (via First Class Mail and Certified Mail—Return Receipt Requested) immediately following Grievance Committee meeting. This notice advises the violating resident of the approved fine and/or suspension and a due date for the fine.
6. Property Manager forwards list of properties and their violation(s) to be on Grievance Committee Agenda to Grievance Committee Chairperson no later than the Thursday prior to the Grievance Committee meeting.
7. Grievance Committee meeting dates are second Tuesday of each month (typically) at 6:30 p. m. at the Club House.

#### **Fine Schedule (per violation)**

1. All fines: \$50.00 plus \$10.00 per day until infraction is corrected and Property Manager is notified.
2. Maximum Accumulated Fine for each violation: \$1,000.00 (per state statute, amount to be adjusted if statute is modified)