November 16, 2022

# SJF MPOA Policy for Residents to Request Removal Of Violation Fines by the SJF Board of Directors

Homeowners that receive a Violation Notice can be fined according to the FL Statues (Chapter 720) and St. Johns Forest Rules and Regulations if the Violation continues without correction. If necessary, and based on the results of a hearing before the Covenant Enforcement Committee (CEC), the homeowner is notified by certified mail when a fine is imposed. Once a fine is imposed, the homeowner is required to submit the payment within 5 days.

A homeowner may request removal of a CEC fine levied by the Board of Directors. The request to remove a fine can be submitted to Board of Directors in writing, via by mail or email, and must provide documentation identifying what steps were taken to correct the violation and affirm that the violation is now corrected.

**The Board of Directors will consider a fine removal if the following requirements are met:**

1. The homeowner contacted First Coast Association Management (FCAM), via mail or email, to respond when the first violation notice and subsequent hearing notice sent by FCAM. If the homeowner was traveling (i.e. ten (10) days or more) and was not available to communicate (i.e. via mail, email, or phone communication) with FCAM, the Board shall use discretion when considering any fine removal. Proof of travel during the time period should be provided if possible.

2. The fine removal request and proper documentation submitted by the homeowner to FCAM on behalf of the Board of Directors within thirty (30) calendar days of the violation fine being imposed by the Covenant Enforcement Committee (i.e. the hearing date).

3. The homeowner has no prior violation fines in the previous twelve (12) months for the same violation.