

Harbour Walk Compliance policy

1. **1st Notice:** The inspector creates a violation in our system, and a letter is sent to the owner. The owner has 30 days to correct the issue.
2. **2nd Notice:** If the violation is not resolved, a second notice with stronger language is sent via first-class and certified mail. This gives the owner an additional 30 days to resolve the issue or contact me to explain why it has not been addressed.
3. **Board Consideration:** If the violation remains unresolved after this period, the matter is added to the next Board meeting agenda:
“Consideration and Decision by the Board to Authorize Notices of Non-Compliance/Fines to Be Sent to Owners with Outstanding Violations Requiring Hearing Committee Review.”
Before the meeting, I provide a report of owners who received the second notice but have not complied. During the meeting, fines can be proposed for each owner. Account numbers are used for privacy. Some associations have a preset list of fines for each type of violation to ensure all owners are treated equally.
4. **Hearing Notice:** A hearing is scheduled for the owners within 90 days of the Board meeting. Each owner receives **14-day notice** informing them of the hearing.
5. **Hearing Committee:** At the hearing, fines are either approved or dismissed. The committee cannot change the amounts; they can only approve or deny the fines. If the fine is approved, we send a letter to the owner that the fine was approved, and it will be imposed on their account within 5 days.

Per statute, owners can be fined \$100 per day per violation. According to Harbour Walk association documents, fines may reach up to \$10,000.