

MEADOW RUN HOMEOWNERS' ASSOCIATION, INC.

GRIEVANCE PROCEDURES (Rev. 3/7/2019)

The Grievance Committee should consist of not less than three (3) members and should be owners and not members of, or related to the Meadow Run Homeowners' Association Board of Directors. There may be more than three (3) members but the Committee must always be an odd number of members. All committee meetings should be duly posted 48 hours in advance of a meeting. There must be a chairperson and minutes of the meeting must be kept by the Chairperson. The minutes must be in writing and turned over the Meadow Run Homeowners' Association for record keeping.

1. Once the Meadow Run Association determines a non-compliance violation has occurred, and non-compliance notification procedures have been followed, and if a subsequent fine is determined and levied, a notice of fining will be sent to the lot owner no later than 14 days by registered USPS mail. Non-compliance fines may be assessed up to \$100 per day for a total of ten (10) days for each violation.
2. Notification to lot owner will state the fining amount per the alleged violation(s) per deed restriction(s) as set forth in the Meadow Run Covenants, and/or Rules and Regulations, and F.S. CH720.305 (2)(b).
3. The lot owner will be given an opportunity to request a hearing before the Grievance Committee to respond and defend charges, including the right to present evidence and to provide written and oral argument on all issues involved, and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Committee.
4. If the lot owner chooses to request a hearing before the Grievance Committee, he/she must contact the management company to set up a date for the hearing. The Grievance Committee should try to accommodate the lot owner's requested hearing date.
5. After reviewing all available documents of record regarding the violation(s) provided by the Meadow Run Association Board and viewing the violation in person (if possible), a decision will be made by the Grievance Committee to either uphold the fining set by the Association Board or not to uphold the fining, or to recommend a different fining amount in accordance with F.S. CH720.305 (2)(b). The Committee will submit their written findings to the Association Board and the lot owner in a timely manner.
6. If the Committee does not uphold the fining, no fining will take place.
7. If the lot owner is fined and does not respond to correct the violation and pay the established fine, the Association will request mediation between the lot owner and the Association to remedy the matter. If this fails, the Association may proceed with a court filing.

Secretary for the Meadow Run Homeowners' Association

Date