

Violation and Compliance Process

The Villages at Cypress Creek MPOA

This document explains the violation and compliance process for homeowners in The Villages at Cypress Creek MPOA. It outlines the steps taken when a violation of the association's governing documents is identified, ensuring transparency and clarity. Please review this carefully to understand your responsibilities as a homeowner and the steps to resolve any violations promptly.

1 Overview

The Villages at Cypress Creek MPOA is committed to maintaining community standards as outlined in our governing documents. When a homeowner is found to be in violation of these documents, the association follows a structured process to address the issue fairly and consistently. This process involves notification, opportunities for correction, and, if necessary, escalation to a fine review committee or legal action.

2 Step-by-Step Process

The following steps detail how violations are handled:

2.1 1. Identification of Violation

- When a violation of the association's governing documents is identified (e.g., unapproved exterior modifications, landscaping issues, or other non-compliance), the MPOA records the details of the violation.
- This may be reported by the property management team, a board member, or a community member and verified by the association.

2.2 2. Violation Letter

- The homeowner will receive a **single violation letter** from the MPOA.
- The letter includes:
 - A description of the violation.
 - A **deadline** by which the homeowner must correct the violation to achieve compliance.
 - The date of the Fine Review Committee meeting, which will occur if the violation is not resolved by the deadline.
- This letter serves as the official notice and provides the homeowner with a clear opportunity to address the issue.

2.3 3. Compliance Check

- After the deadline specified in the violation letter, the MPOA will verify whether the homeowner has corrected the violation.

- **If compliant:** The issue is resolved, and no further action is taken.
- **If non-compliant:** The process proceeds to either the Fine Review Committee or, in certain cases, directly to the association's attorney.

2.4 4. Fine Review Committee (If Applicable)

- For most violations, if the homeowner does not comply by the deadline, the issue is referred to the Fine Review Committee.
- The committee reviews the violation details during a scheduled meeting (notified in the violation letter).
- The committee decides whether to approve a fine:
 - **If a fine is approved:** The homeowner is notified of the fine and any further steps required.
 - **If no fine is approved:** The issue may be resolved, the association may continue monitoring for compliance, or the association may forward the issue to the attorney for further enforcement actions.

2.5 5. Attorney Involvement (If Applicable)

- Under certain circumstances (e.g., severe or repeated violations) or if the Fine Review Committee does not approve a fine and forwards the issue, the MPOA may refer the matter to the association's attorney.
- The attorney sends a **demand letter** to the homeowner, which includes:
 - A new deadline to achieve compliance.
 - A warning that failure to comply may lead to further enforcement actions.

2.6 6. Further Enforcement Actions

- If the homeowner does not comply with the attorney's demand letter by the specified deadline, the MPOA may pursue additional actions, such as:
 - **Pre-suit mediation:** A formal attempt to resolve the issue without litigation.
 - **Formal lawsuit:** Legal action to enforce compliance, which may result in court-ordered remedies or penalties.
- These steps are taken as a last resort to ensure adherence to community standards.

3 Guidance for Homeowners

To avoid escalation and potential costs, we encourage homeowners to:

- Read and respond promptly to any violation letter.
- Contact the MPOA or property management with questions or to request clarification about the violation.
- Take action to correct the violation before the specified deadline.

- Understand that only one violation letter is issued before further action is taken, so timely response is critical.

4 Contact Information

For questions about this process or a specific violation, please contact the MPOA property management office:

- **Management Company:** Unique Property Service
- **Address:** P.O. Box 2878, Riverview, FL 33563
- **Email:** RKessler@UniquePropertyServices.com
- **Phone:** 813-413-1404
- **Office Hours:** Monday through Thursday, 9 AM to 5 PM; Friday, 9 AM to 4 PM