

Compliance Committee Protocol

Bonita Isle Compliance

A neighborly, common-sense approach
for keeping our community beautiful.

Dear Neighbor,

The Bonita Isle Compliance Committee offers a neighborly, common sense approach for keeping our community beautiful. We live in a peaceful and desirable community and are all responsible for keeping it this way.

We are all responsible for ensuring that our guests and visitors follow all the rules and regulations of our community.

Included in this package

- Compliance Committee Protocol effective March 4, 2018
- Summary of notable rules

For more information regarding the rules and regulations of our community, please see our web site at **www.BonitaIsle.org**

- ▶ Compliance Info, click on the "COMMITTEES" menu item up top then click "Compliance".
- ▶ Parking Rules, click on the "RESIDENTS" menu item up top, then click on "Parking Rules".

Sincerely,

The Bonita Isle Compliance Committee

Compliance Committee Protocol

Bonita Isle Compliance

How to Report a Violation

If you see a violation, we encourage you to talk to the violator to resolve the issue. If you choose not to do this, please contact the Compliance Committee. Dated pictures to include resident house numbers are required for all reported violations.

Email is the preferred way to contact us. There are several Compliance Committee members that regularly check the email account so your report is likely to be processed much sooner.

E-mail for Compliance Committee is **BICompliance@outlook.com**.

Alternatively, you can call the chair and Board representative of the Compliance Committee. The current chair and Board representative contact information can be found posted on the community bulletin board near the exit gate or on the official **bonitaisle.org** website. Please be mindful of the time; do not call before 9am in the morning or after 8pm in the evening. The person assigned this role changes occasionally, so we are not including the name on this sheet.

Other ways to contact us. You may also write a letter and place it in the mailbox affixed to the pedestrian gate on the exit side of our community or you can mail it to the **Bonita Isle Homeowners Association, POB 541332, Lake Worth, FL 33454**. Be aware that placing a letter in the gate mailbox or sending it to the PO Box may delay your report.

What to Include

When reporting a violation, please include your name and contact info in case the Compliance Committee has additional questions. Regardless, Compliance will investigate anonymous reports. All reports are required to include dated photos which clearly shows the violation along with the house number (either on the house itself or the mailbox).

Escalation and Tracking

Written notifications are always mailed to the current address on file with Bonita Isle. If the property resident is a renter/tenant, then both the renter/tenant and homeowner of record will receive the same notifications at the address on file.

Compliance Committee Protocol

Bonita Isle Compliance

Part I Violation Notification and Escalation Protocol

Step 1: Personal Compliance Notification (informal)

Upon the first violation, a Compliance Committee member will personally notify the resident in an *informal and neighborly way* to inform and educate about the Bonita Isle rules and regulations and (when applicable) to give a timeframe for correcting the violation. This will usually be performed in person if possible, by phone, a written note left at the premises, via email, or postcard. Resident is given a copy or the Rules & Regulations or a reference to them and 30 days to comply.

Even though this is an informal notification, an entry is still placed in the compliance log.

Step 2: Final Written Compliance Notification

If the same type of violation for which Step 1 were performed occurs again within 12 months from the date of Step 1, the Compliance Committee will mail a letter by Certified Mail and First-Class Mail to the resident/homeowner describing the observed violation and, for an on-going violation, a timeframe for correcting it.

This letter will also warn the resident that if the violation is not corrected or if it occurs again within the timeframe mentioned above, the *next* letter will come from the association attorney and will incur a substantial fee on the part of the resident/homeowner. *(The intention here is hopefully the threat of upcoming attorney action will spur the resident to remedy the violation, saving us from actually having to contact the attorney.)*

This is the final notification from the Association. After 14 days, if the violation has not been resolved, all future communication to the homeowner regarding this violation will be from the Association attorney

Step 3: Written Attorney Notification

Upon affirmative vote of the Board, if the same type of violation for which all previous notifications were issued occurs again within 12 months from the date of Step 1, the Association attorney will mail a letter to the resident/homeowner. This letter will incur substantial fees on the part of the resident/homeowner.

Escalation Protocol for Multiple Concurrent Parking Violations

Multiple concurrent parking violations generally occur when large events are held with no plan made for accommodating numerous guest vehicles. Numerous improperly parked vehicles greatly impact and inconvenience other residents -- far more so than most non-parking violations.

For this reason, the Board of Directors (with input from the Compliance Committee) shall have discretion in deciding whether to refer such a violation directly to Step 3 of the Escalation Protocol. This gives the Board a way to address this specific willful abuse without discarding the more generous escalation protocol described above.

Escalation Protocol Reset

If there is no violation after 12 months of the most recent violation, then the clock resets. However, as described above, the Board reserves the right to move directly to Step 3 in the event of multiple concurrent violations.

Vehicle Towing

Improperly parked vehicles are subject to towing at vehicle owners expense per Article XI, Section 5(g) of the Declaration of Protective Covenants and Florida Statute 715.07. Though none is required*, a courtesy notice will be posted on the driver side window or windshield of any vehicle reported that is parked improperly. The license plate will be recorded by the Compliance Committee and upon the next occurrence the vehicle may be towed without further notice.

* By statute, the only notification required by law is signage at the entrance to Bonita Isle. Such signage is in place as required by statute.