



Enforcement

ENFORCEMENT RESOLUTION
PORT ANTIGUA PROPERTY OWNERS
ASSOCIATION

POLICY RESOLUTION #1

ENFORCEMENT

WHEREAS, Section 1 of the By-laws grants the Board of Directors with the power to conduct Association business, and to protect community harmony by providing guidelines and a procedure for addressing conditions that disrupt that harmony;

LET IT BE RESOLVED THAT the following enforcement procedures will be followed:

1. The Board of Directors is authorized to enforce the Port Antigua Property Owners Manual.

2. Violations are to be reported to the Board of Directors in writing and signed by the complainant. The complaint will be investigated as soon as possible.

3. If the report of violation is accurate, written notice will be sent to the Owner. The first notice of the violation will be regarded as a warning, unless otherwise stipulated in the Association Rules.

4. If, after 10 days, a second written complaint is received, or if the violation is not cleared or is repeated, a second notice will be sent notifying the Owner that action will be taken if the violation is not cleared immediately.

APPEAL PROCESS

Any Owner receiving a Violation Notice who believes no violation occurred, may submit a written explanation to the Board of Directors. The owner will be given an opportunity for a hearing.

SENT VIA CERTIFIED MAIL . RETURN RECEIPT REQUESTED
FIRST NOTICE

Date

Name and Address

RE: Violation of the Port Antigua Property Owners Association Manual
For Port Antigua Subdivision - LOT_____,Block ____

Dear_____:

It has been brought to the attention of the Board of Directors for PAPOA that the following activity has occurred on your property:

The purpose of this letter is to notify you that you are in violation of the Port Antigua Property Owners Association Manual.

Please contact the Port Antigua Board of Directors within 10 days receipt of this letter to address this issue.

Sincerely,

Port Antigua Property Owners Association

SENT VIA CERTIFIED MALL-RETURN RECEIPT REQUESTED
FINAL NOTICE

Date

Name and Address

RE: Violation For Port Antigua Subdivision - LOT____, Block_____.

Dear_____:

On_____, we sent you a letter informing you of a violation on your property. To date, we have not received a response from you.

The purpose of this letter is to provide **final notice** that you are in violation of

Our Attorney of Record will contact you to discuss this matter and determine the appropriate remedy. In the event litigation becomes necessary, please be advised that you will be held responsible for all attorneys fees and costs incurred by the Association regarding enforcement action related to this matter.

Port Antigua Property Owners Association

bcc: PAPOA Attorney Of Record