THE MANORS AT WESTRIDGE HOMEOWNERS' ASSOCIATION, INC.

ENFORCEMENT RESOLUTION AND POLICY

The undersigned, the duly elected, qualified, and acting President of The Manors at Westridge Homeowners' Association, Inc. ("Association"), hereby states that, after a duly noticed Meeting of the Board of Directors ("Board") on the 16 day of MAY, 2024, pursuant to all requirements of the Association's governing documents and Chapter 720, Florida Statutes, the Directors entitled to vote on Association matters duly and properly adopted the following Enforcement Resolution and Policy.

WHEREAS, the Association is the not for profit corporation charged with the operation, maintenance, and management of The Manors at Westridge and charged with the enforcement of Declaration of Conditions, Covenants, Easements and Restrictions for The Manors at Westridge ("Declaration"), the Articles of Incorporation, Bylaws, and the rules, regulations, policies, procedures and guidelines promulgated by the Association, as the same have been amended from time to time (collectively, "Governing Documents"); and

WHEREAS, pursuant to Article VII of the Declaration and Section 720.305, Florida Statutes, among other provisions, the Association is authorized to enforce the Governing Documents; and

WHEREAS, the Association is desirous of empowering the Association's Management Company, including its Licensed Community Association Manager and employees or representatives of the Association's Management Company (collectively, "Manager") with the authority to initiate the enforcement of the Governing Documents, including the authority to initiate enforcement against violations of the Governing Documents and issuing notices.

NOW, THEREFORE, it is hereby resolved as follows:

1. **Recitals.** The above recitals are true and correct and are hereby incorporated into this Resolution and Policy.

2. **Inspection.**

   a. The Association, through its Board, officers, Manger and/or other authorized agents, perform routine inspections of the community to determine violations of the Governing Documents. For the purposes of this Resolution and Policy, the term "Association" also means the Association's Board, officers, Manger and/or other authorized agents as the context required.

   b. In addition to the aforesaid routine inspections, the Association may utilize, inspect and/or verify any reports of violations of the Governing Documents coming from any Owner or any Owner's tenant, guest, occupant, or invitee (collectively "Non-Owner") for the failure of an Owner or Non-Owner to comply with the Governing Documents.

c. Inspections, routine or verification of a report, may be performed from the roads, sidewalks, common grounds, or from a neighbor's property if invited by the respective neighboring Owner.

3. **Violations; Notices of Violation.** The Association (subject always to contrary direction by the President or the Board) may determine which violations may be addressed first through the process and procedures set forth in this Resolution and Policy. Manager may confer with the President and/or legal counsel in attending to this function but shall be delegated the general authority and responsibility to initiate or provide any of the notices required by this Resolution and Policy. The Association anticipates it will provide the following notices to Owners and Non-Owners after a determination that a violation of the Governing Documents has occurred or is occurring:

a. **First Violation Notice.** Upon determination that a violation of the Governing Documents has occurred or is occurring, the Association shall mail by regular first-class mail, a First Notice of Violation to the offending Owner or Non-Owner, (i) setting forth a description of the violation; (ii) the provisions of the Governing Documents on which the violation is based; (iii) the action required to cure or resolve the violation; and (iv) the timeframe in which to cure the violation (*e.g.*, fourteen (14) days from the date the First Notice of Violation is sent).

b. **Second Violation Notice.** If the Owner or Non-Owner fails, refuses, or neglects to cure or resolve the violation in accordance with the First Notice of Violation, the Association may mail by regular first-class mail a Second Notice of Violation, again (i) setting forth a description of the violation; (ii) the provisions of the Governing Documents on which the violation is based; (iii) the action required to cure or resolve the violation; and (iv) the timeframe in which to cure the violation (*e.g.*, fourteen (14) days from the date the Second Notice of Violation is sent).

c. **Final Notice of Violation.** If the Owner or Non-Owner fails, refuses, or neglects to cure or resolve the violation in accordance with the Second Notice of Violation, the Association shall mail by certified mail with return receipt and regular first-class mail a Final Notice of Violation, again (i) setting forth a description of the violation; (ii) the provisions of the Governing Documents on which the violation is based; (iii) the action required to cure or resolve the violation, (iv) the timeframe in which to cure the violation (*e.g.*, fourteen (14) days from the date the Final Notice of Violation is sent); and (v) advising the Owner or Non-Owner if the violation is not cured, the Association may refer the matter to legal counsel.

4. **Further Enforcement Action.** If the Final Notice of Violation does not result in the Resolution and Policy of an alleged violation to the satisfaction of the Association, or in cases where no initial notice is issued, the Association shall be empowered with the authority to (i) issue any of the three (3) types of notices listed for the violation; and/or (ii) refer the violation to the Association's legal counsel as provided in this Resolution and Policy. All such rights and remedies are cumulative in nature.

5. **Violations Referred to Association Attorney.** At any point, the Manager may confer with the President and/or Board, but shall be delegated the general authority (subject always to

contrary direction by the President or the Board) to request a violation be addressed by the Association's legal counsel through demand letters sent from the attorney's office, in-person meetings, pre-suit mediation demands as required by Chapter 720, Florida Statutes, a lawsuit for injunctive relief, or any other legal action appropriate under the circumstances. However, the Association shall provide legal counsel information on any enforcement action taken or to be taken by the Association regarding any violations once they have been referred to legal counsel. In the event violation(s) are referred to the Association's legal counsel for further enforcement, the offending Owner and Non-Owners shall be liable to the Association for all attorneys fees and costs incurred by the Association in connection with such enforcement efforts.

6. **Deviation from Resolution and Policy.** General compliance with this Resolution and Policy shall be sufficient, it being intended to be used as a guideline to ensure fairness in the enforcement process. It is the intention of this Resolution and Policy that persons sought to be are given a reasonable notice of their violation(s).

a. The Manager, in consultation with the President, where appropriate, shall have the authority to disregard the provisions of this Resolution and Policy in circumstances where the alleged behavior of a person constitutes a violation of criminal law, or poses a threat to the health, peace, safety, or welfare of the residents of the community, or in other circumstances where such disregard is justified, unless specifically required by law or other provisions of the Governing Documents.

b. Compliance with this Resolution and Policy shall not be deemed a prerequisite to the initiation of legal proceedings or other remedies to enforce the Governing Documents, unless specifically required by law or other provisions of the Governing Documents.

c. Non-compliance with the procedures of this Resolution and Policy shall not invalidate any enforcement action taken by the Association whatsoever unless specifically required by law or other provisions of the Governing Documents.

7. **Additional Delegation of Authority.** The Board may delegate such other powers and duties to the Manager or to such other person as may be necessary or appropriate under the circumstances to effectuate this Resolution and Policy. The Board may adopt additional policies and procedures for the Manager or such other persons to follow, or to be utilized in connection with the enforcement process set forth herein.

This Resolution and Policy was adopted at the Board of Directors' Meeting held on MAY 20th, 2024. There are five (5) total Directors on the Board. The number of Directors who voted in favor of this Resolution and Policy is FIVE (5). The number of Directors who voted against this Resolution and Policy is CERO (0). The vote of each Director is reflected in the minutes of the meeting at which this Resolution and Policy was adopted.

IN WITNESS WHEREOF, I have affixed my name on the date set forth below.

Amanda Palmer

_____, as the President of The Manors at Westridge Homeowners' Association, Inc.

Dated: May 20th 2024