

Treasure Lake Property Owners Association, Inc.

MANUAL: PROPERTY CONTROL

POLICY NO.: P-03

SUBJECT: Property Control Violations, Penalties; Procedures  
For Notification and Processing Thereof

PAGE: 1 of 2

DATE ORIGINALLY ADOPTED BY B.O.D.: 7/22/02

DATE(S) REVISION(S) APPROVED BY B.O.D.: 4-28-03, 4-26-04, 11-27-06, 9-28-09, 12-20-2010, 1-23-2012, 5-18-15,  
10-26-2015

---

The following procedures apply to the notification of a property owner and/or contractor with regard to regarding a violation or violations of the Treasure Lake and/or Cayman Landing Declaration of Restrictions and/or Property Control policies.

The notice of a Property Control violation shall include the specifics of the violation and a compliance date by which the violation must be corrected. Violations for work started and/or completed for which no permit has been approved will result in an immediate fine of \$1,000.00 each to the property owner and contractor. It will be transmitted to the property owner and/or contractor by certified mail and/or regular mail.

Permits must be displayed and clearly visible from the road in front of the property for the duration of the permitted work.

Property owners shall ultimately be responsible for the actions of their renters, guests, contractors, etc. in regard to regarding all policies.

When a violation is not remedied by the compliance date specified in the notice Property Control will issue a fine to the property owner and the contractor, if applicable, in accordance with the violation.

Upon correction of the violation the property owner is responsible for contacting Property Control to ensure appropriate action has been taken and to eliminate any further accumulation of fines and loss of TLPOA privileges.

The property owner, renter, lessee, guest/visitor, and/or contractor shall be afforded the opportunity to plead guilty or not guilty to the alleged violation(s). When the plea is not guilty it must be conveyed in writing within twenty-one (21) days to the TLPOA requesting a hearing before the TLPOA Judicial Committee. The hearing shall be scheduled by a representative of the Property Owners Association. The property owner and/or contractor will be notified thereafter of the date and time of the hearing as set forth in Judicial Committee Policy P-2 entitled "Judicial Committee Hearings/Procedures".

A contractor who does not pay an adjudicated fine shall be subject to having any future application for construction denied by the Property Control Committee pending the clearing of the aforesaid fine(s).

In addition, unpaid fines and assessments can result in the recording of a lien against the property of the cited property owner and revocation of TLPOA privileges. In default of payment, the Treasure Lake Property Owners Association may have the right to seize personal property to secure payment.

To preserve the integrity and confidentiality of property owners' individual files, the following will be adhered to:

1. Property control files are maintained by the PCO and the administrative assistant for the performance of designated duties. The PCC (committee members) shall also have access to the individual property files to conduct committee business as outlined in the Treasure Lake Declaration of Restrictions, Cayman Landing Declaration of Restrictions, and Cayman Landing Supplemental Restrictions, and various property control policies.
2. Members of the board of directors and the chairman of standing committees and special committees (or their designee) and responsible parties designated by the general manager from the Property Owners Association (POA) administrative staff may examine individual files maintained by property control to secure information for legitimate POA purposes.
3. Property owners may examine their own file. This can be accomplished by requesting an appointment for this purpose during regular business hours with the property control officer.
4. The removal of any original document from any file is not permitted. Individual property owners may have copies made of their own documents as needed.
5. Under no circumstance will any original Property Control file(s) or document(s) relating to a property owner (or owners) be removed from the POA Administration Building.

**End of Policy**

-----  
Authenticated By:

\_\_\_\_\_  
*Signature of Secretary, TLPOA Board of Directors*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of President, TLPOA Board of Directors*

\_\_\_\_\_  
*Date*