

**CAROLINE COVE OWNERS ASSOCIATION, INC.  
C/O Florida Property & Association Management, Inc.  
Post Office Box 351086, Jacksonville Florida, 32235-1086**

**2008 REVISED INSPECTION & ENFORCEMENT PROCEDURES**

STEP	PROCEDURE	FEE
1.	Conduct routine inspection of property. If violation or problem is noted during the inspection, the Association will send the property owner a letter giving them 30-days to correct the problem or 10-days to submit written rebuttal. <i><b>NOTE: the Covenants in Article XII, General Provisions, Item 1, Legal Action and Violation, specifies this time period as 10-days after written notice but the Board of Directors has decided to extend this initial corrective period to 30-days to allow for purchase of necessary supplies or to have certified professionals provide estimates and to make corrective repairs.</b></i> The association reserves the right to reduce this initial period to the time period specified in the covenants on subsequent violations of the same nature at the same address.	None
2.	Re-inspect the property after the 30-day period specified in Step 1 above. If problem still exists or has not been satisfactorily corrected, it will send the owner a 2 <sup>nd</sup> letter by First Class explaining the problem and requesting they take steps to immediately correct the problem. The will have an additional 30-days to make the necessary corrections.	None
3.	Re-inspect the property after the additional 30-day period specified in Step 2 above. If problem still exists or has not been satisfactorily corrected, the owner will be sent a 3 <sup>rd</sup> letter by Certified and First Class mail explaining the problem and advising them of their right to appeal any possible implementation of fines to the Fine Committee as specified by state statute. The owner will have 14 days to appear before the Fine Committee. If an owner does not appeal to the Fine Committee or take action to immediately correct the problem they may be subjected to a \$50.00 per-day Special Assessment as authorized by Article XII, General Provisions, Item 1, Legal Action and Violation.	Certified Mail Fee Plus Re- inspection Fee
4.	Re-inspect the property at the end of the 14-day appeal period specified above. If problem still exists or has not been satisfactorily corrected, the association will decide to go forward with the implementation of a Special Assessment for non-compliance. If implemented, the owner will be sent a 4 <sup>th</sup> letter by Certified and First Class mail imposing the \$50.00 per-day Special Assessment.	\$50.00 Per-Day Plus Certified & First Class Mail Fees & Re- inspection Fees.
5.	Once the state maximum of \$1,000.00 has been reached the association will inspect the property one final time before turning the matter over to its attorney for legal intervention by the courts. The owner will be responsible for all costs associated with these efforts.	All Legal & Court Costs

The Board of Directors has taken the above actions to clarify and standardize the procedures allowed for in the Covenants, Conditions and Restrictions of Caroline Cove, ARTICLE XII, General Provisions, Item 1, Legal Action and Violation. It has also revised these procedures to comply with the new Florida Statutes enacted by the legislature in July 2007 which mandates implementation of fines only after an owner has been given a 14-day right to appeal to a Fine Committee.

By establishing a uniform rate of Special Assessment and standardizing the procedures whereby any Special Assessment is imposed should help everyone in the association understand how and when a Special Assessment is levied. It also clarifies the procedures to be followed after the Association has exhausted all efforts to bring a property into compliance with the Covenants without outside legal intervention.

Once the matter has been turned over to the Association's attorney for legal intervention, the Association will follow all directions ordered by the Court and will be prepared to make all necessary corrections to an offending owner's property if so ordered by the court. The owner of the property will reimburse the Association for all fees associated with bringing their property into compliance.