

FINE PROCEDURE RESOLUTION

SURFSIDE ESTATES OWNERS ASSOCIATION

C/O Sunset Bay Management Group, LLC
1934 CR 30
Port St. Joe, FL 32456

RESOLUTION REGARDING THE FINE PROCESS FOR NON-COMPLIANCE OF THE GOVERNING DOCUMENTS

I certify that I am the Association Manager, and the keeper of the records and minutes of meetings of the SURFSIDE ESTATES OWNERS ASSOCIATION (herein called The Association), a Florida non-profit corporation (the Corporation), and that pursuant to a meeting held by a majority of the Board of Directors of The Association on June 14, 2016, the following resolution was duly and legally adopted and has not been revoked, altered or amended:

"Resolved, that the Board of Directors for The Association has the authority under the governing documents of the association to make certain rules, regulations and procedures regarding association matters.

Further that, pursuant to a meeting held by a majority of the Board of Directors of The Association on June 14, 2016, the following procedure regarding the enforcement of violations of the governing documents and subsequent fine and appeal process is hereby adopted:

1. Upon discovery of a violation the homeowner will be sent a courtesy notice detailing the nature of the violation and time frame for completion.
2. Homeowner will receive a second and final notice for non-compliance after the initial time frame for compliance lapses.
3. Homeowner will receive a notice of hearing before the fine committee to be scheduled not less than 14 days in advance to be given an opportunity to dispute or appeal the fine.
4. Any ratified fine will be due and payable within 30 days or additional collection and/or legal action will be commenced.

IN WITNESS WHEREOF, I have set my hand as Secretary of Corporation, this date 6/16/2016

SEAL


Association Manager