

MINUTES OF THE DOCUMENTS & POLICY COMMITTEE MEETING
BRANDYWINE CONDOMINIUM ASSOCIATION, INC.

June 9, 2011

Mr. Petraglia, Chairman, called the meeting to order at 10:00a.m.

Committee members present were Frank Petraglia, Mary Ann Halbert, and Bob O'Keeffe. Also present were Chip Blunt, Bob Alger ex-officio, and 2 unit owners.

ROLL CALL/NOTICE OF MEETING: It was announced the meeting was properly noticed and a quorum was present.

NEW BUSINESS

RULES & REGULATIONS ENFORCEMENT: By proper motion by Mr. Petraglia, it was unanimously approved to recommend the attached Rules & Regulations Enforcement revised policy be approved by the Board of Directors at their next meeting.

ADJOURNMENT: There being no further business to be brought before the Committee, the meeting was adjourned at 10:40am.

DRAFT

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
STATEMENT OF REVISED ASSOCIATION POLICY
(Supersedes Policy dated June 15, 2004)

**EFFECTIVE
DATE:**

June 21, 2011

SUBJECT:

RULES & REGULATIONS ENFORCEMENT

PURPOSE:

To adopt a policy outlining the procedure to process properly submitted written complaints and/or any infractions recognized by the Board of Directors.

POLICY:

The Association Manager and/or any Board Member may inquire into or inform any resident(s) concerning a real or perceived violation of Brandywine Documents, By-Laws, or Rules and Regulations. The alleged violation may arise from either a written complaint or one that is readily seen by any Brandywine resident or the Association Manager.

- The Association Manager shall inspect upon conclusion of all "approved" work requests to ensure that the work performed is in compliance with the work request and Brandywine Docs.
- Should a violation be found, the Association Manager and/or any Board member will inform the resident/owner of the violation. If this verbal exchange does not result in the violation being corrected, it should be followed by letter from the Association, citing the alleged violation and requiring correction within 2 weeks unless special circumstances exist.
- If this matter still goes uncorrected, the Board is informed and makes a decision as to whether or not a fine is appropriate and if it should be imposed.
- Should the Board decide that a fine is appropriate, the unit owner will be immediately notified in writing of the amount of fine along with a notice giving the unit owner an opportunity to be heard should he/she so desire to dispute the alleged violation.
- A "Hearing Committee" shall be established comprising of three Brandywine residents who are appointed by the Board but are not Board members, nor live in a Board members' household. The Hearing Committee will abide by Florida statutes and Brandywine Documents, By-Laws, and Rules and Regulations. Their decision should be based upon a 2/3's vote and is binding upon the Association and the alleged violator.

ADOPTED by the Board of Directors this 21th Day of June 2011.

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