

Prepared by/Return to:
Eagle Landing at Oakleaf Plantation
Homeowners' Association, Inc.
2233 Park Avenue, Suite 103
Orange Park, FL 32073

EAGLE LANDING AT OAKLEAF PLANTATION HOMEOWNERS' ASSOCIATION

Violation and Fine Procedure Policy

In accordance with Florida Statutes, Section 720.305(2) and the Declaration of Covenants, Conditions, Restrictions, Limitations and Easements of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc., the Board of Directors of the Association (the "Board") adopts the Violation and Fine Procedure Policy contained herein for the imposition of fines and other measures to compel members, owners, tenants, guests, and invitees to comply with the governing documents and rules of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc. ("Association").

1. Violation Identification.

- a. On-going Violations**, such as failure to perform routine yard or home maintenance, should be captured through a clear photograph of the violation taken by The CAM Team Compliance Inspector, the Covenant Enforcement Committee, or by the complaining homeowner/resident for the Association's records. If this is not possible, written confirmation that the violation exists should be obtained by two of the following persons: Covenant Enforcement Committee, Management Company, a Board member, or residents.
- b. Occurrence Violations**, such as loud music or dog barking, should have a sound recording of the noise taken by the complaining homeowner/resident for the Association's records. If this is not possible, written confirmation of the violation should be obtained by two of the following persons: Covenant Enforcement Committee, Management Company, a Board member, or residents.
- c. Curable Offenses** are offenses that the homeowner is able to rectify through their actions; this includes yard or home maintenance, unsightly violations, trash & debris, missing Architectural Review approvals, and the like.
- d. Non-Curable Offenses** are egregious, substantive, and/or could seriously impact public health, safety, or life. These violations include, but are not limited to, blocking of roadways/walkways/driveways, parking improperly, and hazardous activities.

- 2. The Fines Review Committee.** The Board shall appoint at least three (3) Members of the Association to serve at the request of the Board as members of the Fines Review Committee. The Committee members may be removed or replaced on motion of the Board, documented in the minutes, without need for further resolution of the Board. The Committee shall, among itself, elect a Chair and a Vice-Chair. The members of the Fines Review Committee

shall not be comprised of persons who are Officers, Directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an Officer, Director, or Employee of the Association. The Board shall have the power to fill vacancies on the Committee and, at any time, remove any member of the Committee with or without cause. The Board shall also have the power to dissolve such Committee. The powers of the Fines Review Committee are discussed in Paragraph 4, below.

a. Fining Enforcement Procedure.

- It shall generally be the policy of the Association to issue a courtesy Violation Notice to first-time offenders of curable violations. The courtesy Violation Notice will explain the violation and require that it be corrected or a plan for correction be submitted within the time frame prescribed. A sample courtesy Violation Notice is attached as Exhibit A.
- It shall generally be the policy of the Association that where a person sought to be fined has violated the Governing Documents in the past, or where the alleged violation is sufficiently serious, as determined by the Management Company or the Board, the fining procedure will be initiated without a prior courtesy Violation Notice.
- If the violation is considered “non-curable” as defined on page 1, section 1(d), a Pre-Fine Notice (Exhibit C) will be issued and the violation will be placed on the agenda for the next Board meeting for a vote to impose a fine on the owner, member, tenant, guest, or invitee or any combination of them.
- If a violation is not corrected within the prescribed time frame, a Pre-Fine Notice will be sent notifying the person(s) sought to be fined of the nature of the violation, the action required to correct the violation (if applicable), the time within which the violation must be corrected (if correctable), and that a fine may be imposed for noncompliance. A sample Pre-Fine Notice is attached hereto as Exhibit B & Exhibit C.
- If the violation has not been corrected within the prescribed time frame in the Pre-Fine Notice to the satisfaction of the Board, or if the violation is not of a nature that is subject to correction (e.g., an occurrence violation as referenced in Section 1(b) above), the violation will be placed on the agenda at the next Board meeting for a vote to impose a fine against the owner, member, tenant, guest, or invitee, or any combination of them. A fine shall be levied in the amount of \$100.00 per day for each day of a continuing violation, not to exceed \$2,000.00 in the aggregate.
- **Fine Notice.** After the Board has voted to levy a fine, the person(s) against whom the fine is levied shall be issued a Fine Notice indicating a description of the violation; the specific action required to cure the violation (if applicable); the date the fine starts to accrue (for a continuing violation); the date, time, and location (which may be virtual, e.g., via Zoom) of a hearing before the Fines Review

Committee where the fine shall be considered by the Fines review committee for confirmation or rejection; and if the Fines Review Committee hearing will be conducted by telephone or other electronic means, access information for participation by telephone or other electronic means. The Fine Notice will be sent by the Association to the person(s) sought to be fined at least fourteen (14) days before the hearing before the Fines Review Committee. The Fine Notice shall be sent by the Association to the person(s) sought to be fined to each such person's designated mailing or e-mail address in the Association's Official Records. A sample Fine Notice is attached hereto as Exhibit D & Exhibit E.

4. Powers and Duties of the Fines Review Committee.

a. Meeting. The Fines Review Committee shall meet, as required, at a time and place determined by the Chair of the committee, which shall afford the Violator a reasonable opportunity to be heard. In order to conduct Committee business, at least three (3) members must be present. Committee members participating via telephone or other electronic means shall be deemed present at the meeting.

b. Review of Fines and Violations. At each meeting of the Fines Review Committee, the Committee will review all fines levied by the Association through the above process and confirm or reject them. Within seven (7) days after the Committee hearing, the Committee shall send written notice to all persons against whom a fine was imposed and confirmed, including those who do not attend the meeting ("Notice of Decision"), which shall: (i) describe the Committee's findings related to the violation, including any applicable fines that the Committee confirmed or rejected; (ii) state how the parcel owner or any occupant, licensee, or invitee of the parcel owner may cure the violation (if applicable); (iii) state the date by which the fine must be paid, which date must be at least 30 days after delivery of the Notice of Decision; and (iv) be sent to the parcel owner at his or her designated mailing or e-mail address in the Association's Official Records, and if applicable, to any occupant, licensee, or invitee of the parcel owner. The Notice of Decision may also state that the Association may pursue available remedies, including bringing a lawsuit to collect the fine and compel correction or cessation of the violation. A sample Notice of Decision is attached hereto as Exhibit D. *(I don't see a Notice of Decision in the Exhibits...if one is added, it would need to be Exhibit F)*

5. Legal Action; Remedies. If a fine confirmed by the Fines Review Committee is not paid and/or the violation is not corrected, the Board or its delegate may transfer the file to legal counsel for enforcement. This policy sets forth one optional, non-exclusive method for enforcing compliance with the Association's governing documents and rules and regulations. The Association reserves the right to pursue any remedies available at law or in equity to enforce compliance with the Association's governing documents and rules and regulations, and the Association's decision to impose a fine in any instance shall not constitute an election of remedies by the Association and shall not otherwise preclude the Association from exercising any other right or remedy available at law or in equity.

APPROVED on this 14 day of OCTOBER, 2025, by the Board of Directors at a duly noticed meeting at which a quorum was attained.

By: Junius L. Hill
Printed: JUNIUS L. HILL
Title: PRESIDENT

Address: 2233 Orange Park Ave., Ste. 103
Orange Park, FL 32073

STATE OF FLORIDA
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 14th day of October, 2025, by Junius Hill as President of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc., on behalf of the corporation.

Linda K. Melton

(Signature of Notary Public – State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known or Produced Identification

Type of Identification Produced: _____.

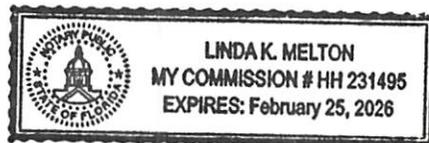


EXHIBIT A – FIRST VIOLATION NOTICE (ALL OFFENSES)

<<association_legalName>>

c/o <<management_company_legalName>>

<<management_company_mailAddress>>

<<management_company_mailCityStateZip>>

Tel: <<management_company_mainPhone>> Fax:

<<management_company_mainFax>>

<<association_email>>

<<current_dateLong>>

<<ownertenant_fullnameaddress>>

Property: <<homeowner_address>>

Violation: <<violationItem_categoryName>> -

<<violationItem_subCategoryName>>

Location: <<violationItem_locationName>>

Dear <<homeowner_name>>:

Owning a home in <<association_legalName>> offers many advantages to the homeowner, but at the same time imposes some restrictions. These restrictions are not meant as an inconvenience or an invasion of freedom, but rather as a means of maintaining harmony, continuity, and property values throughout the community. This notice is to inform you that a concern was noted during our most recent drive-through. Please ensure that this issue is corrected within <<timeframe>> to avoid future violations.

<<activity_ccrLetterText>> <<reason_Text>>

<<activity_ccrArticleNumber>>: <<activity_ccrText>>

We understand that many times residents are simply unaware that a problem exists or the inspector may have observed a very temporary situation that will be taken care of shortly. If you feel you have received this letter in error, **please send an email with a time stamped photo to <<association_email>>.**

Eagle Landing Governing Documents: Declaration of Covenants, Conditions, Restrictions, Limitations and Easements can be found on the website www.eaglelandinghoa.com or by scanning the QR code at the bottom of this letter.

If the violation has been remedied, please email a date/time stamped photo showing the corrected area to violations@thecamteam.com. You may also submit a plan of action to correct the violation, including the proposed timeline for completion.

We sincerely appreciate your time and attention to this matter. Thank you in advance for your cooperation.

Sincerely,

The CAM Team

On Behalf of <<association_legalName>>

Violation Notice

<<Picture_Location_1>>

<<Picture_Location_2>>



EXHIBIT B – PRE-FINES HEARING VIOLATION NOTICE (CURABLE OFFENSES)

<<association_legalName>>

c/o <<management_company_legalName>>

<<management_company_mailAddress>>

<<management_company_mailCityStateZip>>

Tel: <<management_company_mainPhone>> Fax: <<management_company_mainFax>>

<<association_email>>

**Pre-Fines Hearing
Violation Notice**

<<Picture_Location_1>>

<<Picture_Location_2>>

<<current_dateLong>>

<<ownertenant_fullnameaddress>>

Property: <<homeowner_address>>

Violation: <<violationItem_categoryName>> - <<violationItem_subCategoryName>>

Location: <<violationItem_locationName>>

Dear <<homeowner_name>>:

As the managing agent for <<association_legalName>>, <<management_company_legalName>> is responsible for the administration of the Association's governing documents and rules and regulations. The Association is committed to maintaining your neighborhood in a manner that is both aesthetically pleasing and protective of property values.

The purpose of this letter is to bring to your attention that on <<current_dateLong>> it has been observed that a previous instance of non-compliance has not been cured or has re-occurred. The following needs your immediate attention:

<<activity_ccrLetterText>> <<reason_Text>>

<<activity_ccrTitle>> <<activity_ccrText>>

Previously, you have received notice of this violation. The Board of Directors will be voting to assess a fine at the upcoming Board Meeting and the next letter you receive will be a hearing notice for your Fines Hearing before the Fines Review Committee.

The Board can impose an initial fine of \$100.00. Additionally, a recurring fine of one hundred dollars (\$100.00) per day up to a maximum of two thousand dollars (\$2,000.00) per occurrence has been recommended to the Committee.

Eagle Landing Governing Documents: Declaration of Covenants, Conditions, Restrictions, Limitations and Easements can be found on the website www.eaglelandinghoa.com or by scanning the QR code at the bottom of this letter.

If you have any questions concerning this notice, please contact our office **via email at** violations@thecamteam.com.

If the violation has been remedied, please email a date/time stamped photo showing the corrected area to violations@thecamteam.com. You may also submit a plan of action to correct the violation, including the proposed timeline for completion.

Sincerely,

The CAM Team

On behalf of <<association_legalName>>



EXHIBIT C – PRE-FINES HEARING VIOLATION NOTICE (NON-CURABLE OFFENSES)

c/o <<management_company_legalName>>

<<management_company_mailAddress>>

<<management_company_mailCityStateZip>>

Tel: <<management_company_mainPhone>> Fax: <<management_company_mainFax>>

<<association_email>>

Violation/Fine Notice

<<Picture_Location_1>>

<<Picture_Location_2>>

<<current_dateLong>>

<<ownertenant_fullnameaddress>>

Property: <<homeowner_address>>

Violation: <<violationItem_categoryName>> - <<violationItem_subCategoryName>>

Location: <<violationItem_locationName>>

Dear <<homeowner_name>>:

It has been observed that on <<current_dateLong>> there is a violation of the Governing Documents as follows:

<<activity_ccrLetterText>> <<reason_Text>>

<<activity_ccrTitle>> <<activity_ccrText>>

This violation is egregious, substantive, and could seriously impact public health, safety, or life. Furthermore, it is a violation of State law. Please ensure that this violation is remedied immediately.

The Board of Directors will be voting to assess a fine at the upcoming Board Meeting and the next letter you receive will be a hearing notice for your Fines Hearing before the Fines Review Committee.

The Board can impose an initial fine of \$100.00. Additionally, a recurring fine of one hundred dollars (\$100.00) per day up to a maximum of two thousand dollars (\$2,000.00) per occurrence has been recommended to the Committee.

Eagle Landing Governing Documents: Declaration of Covenants, Conditions, Restrictions, Limitations and Easements can be found on the website www.eaglelandinghoa.com or by scanning the QR code at the bottom of this letter.

If you have any questions concerning this notice, please contact our office **via email** at violations@thecamteam.com or at <<management_company_mainPhone>>

Sincerely,

The CAM Team

On behalf of <<association_legalName>>



EXHIBIT D – FINE HEARING NOTICE (NON-CURABLE OFFENSE)

Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.
c/o The CAM Team
2233 Park Avenue, Suite 103
Orange Park FL 32073
Tel: 904-278-2338 Fax: 904-638-1435
violations@thecamteam.com

Hearing/Fine Notice

Scan here to view all
Eagle Landing Docs:



<<current_dateLong>>

<<ownertenant_fullnameaddress>>

Property: <<homeowner_address>>

Violation: <<violationItem_categoryName>> - <<violationItem_subCategoryName>>

Location: <<violationItem_locationName>>

Dear <<homeowner_name>>:

You previously received correspondence referencing your covenant violation for:

<<Need specific language as to the offence >>

This violation is egregious, substantive, and could seriously impact public health, safety, or life. Furthermore, it is a violation of State law. Please ensure that this violation is remedied immediately.

Please be advised that the Fines Review Committee is scheduled to hear your case on <<Date and Time>> at the Eagle Landing Residents Club, 3975 Eagle Landing Parkway, Orange Park, FL 32065.

The Board has imposed an initial fine of \$100.00. Additionally, a recurring fine of one hundred dollars (\$100.00) per day up to a maximum of two thousand dollars (\$2,000.00) per occurrence has been recommended to the Committee.

If you dispute the violation and fine, you must attend this hearing or a default decision against you may be made in your absence.

You may be represented by legal counsel if you choose. The Committee will receive evidence and hear arguments on the violation in question to confirm or reject the fine imposed.

Any fine that is upheld by the Committee must be paid within thirty (30) days to avoid further legal action.

Thank you in advance for your help in preserving the integrity of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.

Sincerely,

The CAM Team
On Behalf of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.

EXHIBIT E – FINE HEARING NOTICE (CURABLE OFFENSE)

Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.
c/o The CAM Team
2233 Park Avenue, Suite 103
Orange Park FL 32073
Tel: 904-278-2338 Fax: 904-638-1435
violations@thecamteam.com

Hearing/Fine Notice

**Scan here to view all
Eagle Landing Docs:**



<<current_dateLong>>

<<ownertenant_fullnameaddress>>

Property: <<homeowner_address>>

Violation: <<violationItem_categoryName>> - <<violationItem_subCategoryName>>

Location: <<violationItem_locationName>>

Dear <<homeowner_name>>:

You have been observed to have violated the Declaration of Covenants, Conditions, Restrictions, Limitations and Easements Governing Documents.

<<Need specific language as to the offence >>

Please be advised that the Fines Review Committee is scheduled to hear your case on <<Date and Time>> at the Eagle Landing Residents Club, 3975 Eagle Landing Parkway, Orange Park, FL 32065.

The Board has imposed an initial fine of \$100.00. Additionally, a recurring fine of one hundred dollars (\$100.00) per day up to a maximum of two thousand dollars (\$2,000.00) per occurrence has been recommended to the Committee.

If you dispute the violation and fine, you must attend this hearing or a default decision against you may be made in your absence.

You may be represented by legal counsel if you choose. The Committee will receive evidence and hear arguments on the violation in question to confirm or reject the fine imposed.

Any fine that is upheld by the Committee must be paid within thirty (30) days to avoid further legal action.

If the alleged violation has been corrected, please send an email with a dated & time stamped photo that shows the area/item has been corrected to violations@thecamteam.com.

Thank you in advance for your help in preserving the integrity of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.

Sincerely,

The CAM Team
On Behalf of Eagle Landing at Oakleaf Plantation Homeowners' Association, Inc.