



UNDERSTANDING THE VIOLATION PROCESS

What to do if you get a violation notice

THE FIRST NOTICE: (First visit) It is a friendly reminder, informing the homeowner that the property is in violation. This letter explains the violation. You will have **30** days to fix the violation, and email a photo of compliance to APVcommunityservice@fsresidential.com. If we do not receive a compliance photo before the due date, an officer will reinspect after **30** days of the first notice.

THE SECOND FINAL NOTICE: (Second Visit) An officer will reinspect the property and if the violation has not been corrected **30** days after the friendly reminder, you will receive the SECOND FINAL notice. The homeowner will have 15 additional days to correct the violation. At this point, once the violation is corrected you must send a compliance photo to APVcommunityservice@fsresidential.com. If we do not receive a photo from you, we will consider that the violation is still open, and will be sent to the Board of Directors, to formally refer your property to the Fines Committee. At this stage of the process the fine can only be dismissed by the Fines Committee.

FINAL NOTICE/HEARING FINE: (Third Visit) These are the properties that are in violation and are referred to the Fines Committee. The Homeowner will receive a notice within 14 days before the meeting date, to be present at the Fines Committee meeting. Failing to appear and/or not submitting written documentation at the Fines Committee hearing it is considered not to be in compliance.

AT THIS TIME THE COMMITTEE WILL DETERMINE IF THE FINE PROCEEDS OR NOT!

NOTICE OF FINE: (Fourth visit no less than 10 days after the meeting) Once the fine is imposed you will have 30 days to pay the fine before it is converted into an assessment at the next BOD.