



# Florida HOA Fine Hearing Complete Training Package

## Florida Statutes Chapter 720

We prepared this guide to help you understand your role, prepare for a fair hearing and follow through on the decision with myHomeSpot.com.

### Package contents

|           |                                                               |              |
|-----------|---------------------------------------------------------------|--------------|
| <b>01</b> | <b>Training manual</b>                                        | <b>2-11</b>  |
|           | Requirements, deadlines, responsibilities and hearing scripts |              |
| <b>02</b> | <b>Notice and hearing forms</b>                               | <b>12-24</b> |
|           | Notices, agenda, decision sheets, affidavit and minutes       |              |
| <b>03</b> | <b>Decision letters</b>                                       | <b>25-30</b> |
|           | Member letters, written findings and Board reports            |              |
| <b>04</b> | <b>Committee member handout</b>                               | <b>31-32</b> |
|           | Process flowchart, timeline and member responsibilities       |              |
| <b>05</b> | <b>Owner hearing handout</b>                                  | <b>33-34</b> |
|           | Process flowchart, timeline and preparation guidance          |              |

### Reusable training materials and blank templates

Board and committee members: use our checklists, scripts and forms.

Owners: use our handout to understand the process and prepare your response.



# Florida HOA Fine Committee Hearing Training

## A myHomeSpot.com guide for Boards, committee members and owners | Chapter 720

At myHomeSpot.com, we prepared this guide to help you handle an HOA fine hearing fairly and consistently. If you serve on the Board, you levy the proposed fine. If you serve on the independent Fine Committee, you confirm or reject it. If you are an owner, you may respond and present evidence. We coordinate the process and records; we do not decide the committee's vote.

### Package contents

| File                         | Use                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 01 Training Manual           | Requirements, responsibility assignments, timing, chairperson scripts, exception handling, training exercises, and quality controls.       |
| 02 Notice and Hearing Forms  | F01–F12 editable forms for preparation, notices, agenda, committee eligibility, case decisions, affidavit, minutes, and delivery tracking. |
| 03 Decision Letter Templates | L01 and L02 HOA member decision letters; L03 required findings attachment; L04 nonimposition letter; L05 and L06 Board reports.            |
| 04 and 05 Overview Handouts  | Separate committee and owner handouts, each with an editable flowchart, deadline timeline and preparation checklist.                       |

### How to use the forms

We have included reusable forms for your association. Copy the form you need and replace each bracketed field with verified information. Use your association's legal name, current documents, official owner contacts and actual Board action. Keep a separate decision record and findings attachment for each case.

Board and committee members: start with our requirements and scripts, then use H01 for orientation. Owners: use H02 to understand the process and prepare your response. The handouts supplement your individual notices. These examples and blank forms do not record an actual hearing.

### Training session plan

| Minutes | Activity                            | Expected result                                                |
|---------|-------------------------------------|----------------------------------------------------------------|
| 0–15    | Requirements and roles              | Identify who may vote and when a fine is barred.               |
| 15–30   | Preparation and notice practice     | Complete F01–F06 and identify missing notice facts.            |
| 30–55   | Mock hearing using scripts          | Complete F07 and F08 from announced votes.                     |
| 55–70   | Letters and accounting              | Select the correct letter and calculate delivery-based timing. |
| 70–90   | Scenario review and knowledge check | Explain the decision and complete the release checklist.       |

We distinguish Florida statutory requirements from our operating practices. Before you use a form, check your association's documents and any later amendments to §§720.305 and 720.303, Florida Statutes.

# Requirements and decision boundaries

| Requirement                 | Application                                                                                                                                                                                   | Authority          |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Board action first          | The Board levies a specific proposed fine. Document the case, amount, basis, and vote before sending the hearing notice.                                                                      | §720.305(2)(b)–(c) |
| Independent committee       | At least three Board-appointed members. Exclude association officers, directors, employees and their spouses, parents, children, brothers, or sisters.                                        | §720.305(2)(b)     |
| Advance written notice      | Provide at least 14 days’ written notice of the right to a hearing to the designated owner mailing or email address in official records; include other applicable persons sought to be fined. | §720.305(2)(b)     |
| Hearing deadline and access | Hold the hearing within 90 days after notice issuance. Include violation, cure action if applicable, date, location, and remote access. Owner has a right to attend remotely.                 | §720.305(2)(b)     |
| Limited committee authority | Confirm or reject the Board’s proposed fine by majority vote. Do not negotiate a different amount, add a new violation, or create a new penalty.                                              | §720.305(2)(c)     |
| Written findings            | Provide findings within 7 days after the hearing, including approved or rejected penalty and applicable cure instructions or payment date.                                                    | §720.305(2)(d)     |
| Cure bars imposition        | If cured before the hearing or in the manner specified in the statutory notice, the fine may not be imposed. Record the cure facts and evidence.                                              | §720.305(2)(e)     |
| Payment timing              | For an uncured, approved fine, the committee sets a due date at least 30 days after delivery of the written findings. Track delivery, not just the letter date.                               | §720.305(2)(f)     |
| Costs and appeal timing     | Do not begin accruing attorney fees or costs before the noticed payment date and expiration of applicable appeal time. Do not invent an appeal period.                                        | §720.305(2)(f)–(g) |

## Amount and prohibited fines

When you serve on the Board, verify your authority for the amount proposed. The default limits are \$100 per violation and \$1,000 in the aggregate for a continuing violation, unless the governing documents provide otherwise. Identify the provision supporting a higher amount. A fine below \$1,000 cannot become a parcel lien; reaching \$1,000 does not automatically create a valid lien. We refer collection and lien questions for a separate authority review. [§720.305(2)]

Do not fine for garbage receptacles at the curb within 24 hours before or after the designated collection day or time. Holiday decorations or lights cannot be fined under this provision unless left up longer than one week after written violation notice. Screen other statutory protections and governing-document restrictions before enforcement. [§720.305(7)]

## Roles and meeting rules

| Role                    | Responsibility                                                                                                                                             | Voting role                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Board of Directors      | Appoint eligible committee members; approve the proposed fine at a properly noticed Board meeting; preserve the underlying motion and supporting evidence. | Votes on Board action only.                                                                |
| Fine Committee          | Review evidence and owner response; confirm or reject the proposed fine; make findings and set a lawful payment date where applicable.                     | Only eligible committee members vote at the hearing.                                       |
| Chairperson             | Verify attendance and quorum, run the agenda, allow a meaningful response, take an individual vote, and announce the result.                               | Votes only as an eligible committee member.                                                |
| Property Manager        | Prepare notices and evidence; verify delivery; coordinate access; record facts; prepare authorized letters and tasks.                                      | No vote unless independently eligible and appointed; association employees are ineligible. |
| Owner or representative | Present evidence, explain cure, respond to the allegation, and identify requested accommodations or procedural issues.                                     | No committee vote by virtue of ownership or representation.                                |
| Accounting              | Post only an authorized, legally imposable amount; track due date, adjustments, receipts, and holds.                                                       | No committee vote.                                                                         |
| Counsel                 | Resolve disputed authority, legal defenses, prohibited fines, ambiguous deadlines, and collection issues when referred.                                    | Advisory role; no vote by virtue of being counsel.                                         |

### Quorum is separate from appointment and approval

Before you conduct business, verify the bylaws and committee charter with us. Section 720.305 requires at least three appointed, eligible committee members and majority approval; it does not itself state a general committee quorum formula. Our default workflow uses more than one-half of the complete eligible body, subject to the controlling rule. That is our operating practice, not statutory text. For example, three of five meet a simple-majority quorum; two of five do not.

We ask you to establish the approval threshold before the hearing. If abstentions, recusals or vacancies make the rule unclear, resolve the issue before conducting business. Record each vote actually announced. Do not count silence as an affirmative vote.

### Board notices and committee notices are distinct

The Board meeting at which the fine is levied follows §720.303(2) and the governing documents, including applicable agenda and notice requirements. The statute generally requires conspicuous posting at least 48 hours before a Board meeting, or the authorized alternative. A routine fining committee is not automatically one of the committees to which §720.303(2) extends Board-meeting rules; review its delegated powers and the documents. Do not label every fining hearing as legally requiring 48-hour public posting.

Use our F03 community notice under your association's applicable access and posting rules. It does not replace F02, the individualized 14-day hearing notice. Our forms request a complete physical location and remote access details. The physical-location field is our workflow practice; §720.305 also permits telephone or electronic hearings.

### TRAINING 3

## Preparation timeline and task assignments

| When                       | Task and verification                                                                                                                                     | Owner                |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Before Board action        | Verify enforceable provision, incident evidence, owner identity, prior notice requirements, protected conduct, and current cure status. Complete F01.     | Property Manager     |
| At Board action            | Record exact proposed fine, single or continuing basis, daily amount/dates/cap if applicable, and motion/vote. Confirm committee appointments.            | Board / recorder     |
| Before issuing notice      | Choose hearing date; verify 14-day minimum and 90-day outside limit; allow delivery margin. Confirm physical location and working remote access.          | Property Manager     |
| On notice issuance         | Send F02 to each required recipient at the verified designated address. Save exact notice, attachments, mailing/email proof, and issuance/delivery data.  | Property Manager     |
| Before hearing             | Issue F03/F04 under applicable meeting rules and F05 to Board; assemble indexed evidence; verify F06 roster and quorum rules; invite owner evidence.      | Property Manager     |
| Immediately before hearing | Reinspect cure status, test remote access, verify identity and attendance, and resolve notice defects. Do not assume lack of response proves a violation. | Manager / Chair      |
| During hearing             | Follow script, complete F07/F08, capture actual testimony, individual votes, findings, cure terms, and any payment date.                                  | Committee / recorder |
| Within 7 days afterward    | Provide the appropriate member letter plus L03 findings attachment to every required recipient; send the Board report; preserve delivery proof.           | Committee / Manager  |
| After delivery             | Recheck the payment date against actual delivery; verify any permitted cure before posting/collecting; complete F12 tracking.                             | Manager / Accounting |
| Closeout                   | Prepare/Remit/Upload Meeting Minutes; Update VMS/Smartweb Violation Status; preserve notices, evidence, findings, votes, and delivery records.            | Property Manager     |

### Date worksheet example

Training example only: notice issued and delivered October 1, 2026; hearing October 20; findings delivered October 22; payment date November 25. The hearing is 19 days after notice and within 90 days; written findings are provided 2 days after the hearing; payment is 34 days after delivery. A November 25 letter date alone does not prove timely delivery or establish a compliant due date.

We recommend allowing extra time when you plan the schedule. Use calendar-day intervals as the planning baseline and verify the applicable counting and delivery rules before relying on an edge date. Rescheduling does not excuse a defective notice or automatically extend the original statutory period. Work with us to resolve a conflict and provide proper notice.

# Evidence and hearing readiness

## Case packet order

- Case index with owner name, property address, case number, alleged violation, and exact governing provision.
- Board minutes or certified action showing the proposed amount, date, vote, and any daily calculation or authorized maximum.
- Governing-document excerpt and the rule version effective on the incident date; include authority for an amount above the statutory defaults.
- Dated inspection notes, photographs, witness statements, correspondence, and prior notices required by the documents or applicable law.
- The complete F02 hearing notice and proof for each required recipient, plus date calculations and access details.
- Owner submissions and representative authorization, where applicable; retain favorable and unfavorable evidence.
- Current inspection and cure evidence; identify whether the violation was cured before the hearing or under the notice instructions.
- Eligible committee roster, applicable quorum and voting rule, proposed agenda, and blank case decision forms.

## Evidence handling

We organize the evidence by exhibit number, date, source and description. As a committee member, review what each item actually shows and give the owner an opportunity to respond. As an owner, identify the records you want considered. If new evidence cannot fairly be answered, determine whether a properly noticed continuation is feasible within the statutory timeframe. Keep the originals and do not add unrelated allegations.

## Release the hearing only when these checks pass

- ☐ The proposed fine matches the Board action and enforceable provision.
- ☐ The committee has at least three eligible appointed members; attendance can meet the verified quorum and voting rules.
- ☐ Each required recipient received compliant written notice; the 14-day and 90-day checks are documented.
- ☐ The owner can participate remotely using the supplied access information.
- ☐ Protected conduct and required cure opportunities have been checked; current cure evidence is in the packet.
- ☐ A recorder can capture actual testimony, deliberation, individual votes, findings, and follow-up tasks.
- ☐ The team can provide the written findings within 7 days after the hearing.

If you identify a notice defect, missing Board action, ineligible committee member, failed access or unresolved cure issue, bring it to us before a fine is imposed. We will coordinate the appropriate next step. Do not backdate a record to conceal a defect.

## Chairperson opening and case script

### Before calling the meeting to order

CHAIR: "The scheduled meeting is the [Association] Committee - Fine Hearing on [date/time]. Please identify the committee members present and absent. Management, please confirm the appointment roster, eligibility, notice record, and access arrangements."

RECORDER: "The complete eligible body has [N] members; [P] are participating. Under [verified rule], the quorum requirement is [Q] and [is/is not] met. The approval threshold is [rule and number]."

CHAIR IF NO QUORUM: "No quorum was obtained and this meeting cannot be called to order accordingly." Record attendance and the reason business could not proceed; arrange a properly noticed next step. Do not vote or announce an official case decision.

CHAIR IF QUORUM: "A quorum is present. I call the meeting to order at [actual time]. I will read the meeting notice and agenda. The committee's role is to confirm or reject the fine levied by the Board. Only eligible committee members vote. Each owner will have an opportunity to respond and present evidence."

### Call each case separately

CHAIR: "Case [number], [property], owner(s) [names], concerns [specific alleged violation]. Please record each owner as present or absent and identify anyone appearing on the owner's behalf."

MANAGEMENT: "The alleged incident occurred on [date(s)]. The cited provision is [exact section]. The Board levied a proposed [one-time/continuing] fine of [amount and calculation] on [date]. The hearing notice was provided by [method/date] to [recipients]. Exhibits [IDs] support the allegation. The most recent cure inspection shows [facts/date]."

CHAIR: "Has the condition been cured? Please identify the cure date and evidence. Owner or representative, please give your response, explain any disagreement or cure, and identify any exhibits you want considered."

CHAIR AFTER RESPONSE: "Committee members may ask relevant questions. Management, is there a factual response? Owner, you may respond to that information before we conclude the evidence."

### Deliberate on the noticed case

CHAIR: "We will consider the Board action, cited rule, notice, evidence, owner response, and cure status. If the violation was cured before this hearing or as specified in the statutory notice, the fine may not be imposed. We may confirm or reject the proposed fine; we may not substitute a different fine."

RECORDER: Summarize material evidence, owner statements, committee reasoning, and any unresolved issue. Attribute disputed statements. Do not write that notice was read or a party attended unless it actually occurred.

# Voting closing and exception scripts

## Take an express vote and announce the result

COMMITTEE MEMBER: "I move to [confirm/reject] the Board's proposed [one-time/continuing] fine of \$[exact amount and basis] for Case [number], based on [findings]." Record the second if required by the association's procedure. Do not fabricate a motion or second.

CHAIR: "[Name], please state your vote: in favor, against, or abstain." Repeat for each eligible participant. Record any stated abstention reason. "The vote is [names/counts]. Under [verified threshold], the motion [passes/fails]. The proposed fine [is approved/is not approved]."

CHAIR FOR APPROVAL: "The committee's findings are [findings]. The cure action, if applicable, is [specific action and terms]. The payment date is [date], which must remain at least 30 days after delivery of our written findings. Management will document delivery and flag any timing conflict before collection. A qualifying cure prevents imposition."

CHAIR FOR NONAPPROVAL: "The proposed fine is not approved and may not be imposed from this proceeding. Written findings will state the reason. Any further Board action must follow the governing documents and law."

## Common exceptions

| Situation                    | Suggested chairperson language and action                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owner absent                 | "The owner is recorded absent. We will verify proper notice and examine the evidence; absence is not proof of the violation." Proceed only if the hearing otherwise meets requirements.                        |
| Cured before hearing         | "The evidence establishes cure on [date], before the hearing. Under §720.305(2)(e), this fine may not be imposed." Record findings and use L04 with L03.                                                       |
| Committee wants a lower fine | "Our role is to confirm or reject the Board's proposal. We cannot replace it with a new amount." Record the disposition and refer any new proposal to the Board.                                               |
| Tie or failed approval       | "The proposed fine did not receive the required majority approval and may not be imposed." Record exact votes. Use L04 if the our rejection letter would falsely imply a majority rejection vote.              |
| Notice or access defect      | "We cannot proceed to impose a fine on this record. We will document the defect and determine a properly noticed next step." Do not treat an adjournment as approval.                                          |
| Disruption                   | "Please address the noticed issue and allow others to finish. We will apply the meeting rules consistently and preserve your opportunity to respond." If a recess is needed, state its start and return times. |

## Close the meeting

CHAIR: "The record will show the decision and assigned tasks for each case. The written findings must be provided within 7 days. The next meeting is [date or To Be Determined]. The meeting is adjourned at [actual time]." Record an adjournment motion only if one occurred; omit it from the Resolution Summary table.

# Written decisions and account controls

| Result                              | Member document                                                                                                                         | Board document and accounting                                 |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Uncured and approved                | L01 plus completed L03. Verify the payment date against actual delivery.                                                                | L05; authorize only the verified, imposable amount and basis. |
| Majority vote rejects fine          | L02 plus completed L03. Record accurate findings and remaining cure action, if applicable.                                              | L06; no fine due from this proceeding.                        |
| Cured or approval threshold not met | L04 plus completed L03. State the actual statutory or voting basis.                                                                     | L06; do not post or collect the barred/unapproved fine.       |
| No hearing or no quorum             | Do not send a letter claiming a hearing decision. Send a factual rescheduling/status notice and proper hearing notice when established. | F05 or factual status report; keep account on hold.           |

## Complete the statutory findings

We pair L01 or L02 with L03 so you receive the complete written findings. Complete and send L03 with the selected member letter as one notice. Include the conduct, governing provision, evidence, cure status, findings, decision and applicable cure instructions or payment date. Both approved and rejected outcomes require timely written findings. Check every field and amount before sending.

For a continuing fine, we must be able to reconcile the daily rate, dates, count, cap and total to your Board action and hearing notice. Do not authorize charges beyond that basis, above the approved cap or after a qualifying cure. Review the calculation before release.

## Delivery and payment controls

- Use the designated owner mailing or email address in the association’s official records; include applicable additional recipients. Save delivery evidence and address verification.
- Plan a payment date with delivery margin. If delivery occurs too late for the committee-set date to allow 30 days, hold collection and obtain an authorized compliant correction; management must not silently change the committee’s decision.
- Check any cure completed under the notice. Document the resulting nonimposition and authorized account adjustment where applicable.
- Confirm payee, remittance address, portal, association identifier, and contact details. The our myHomeSpot.com letter templates contain existing payment details that must be verified before use.
- The statute references expiration of appeal time but does not supply a universal appeal procedure or fixed period in these provisions. Identify any applicable process from governing authority or counsel; do not invent one.
- Do not promise automatic attorney fees, a lien, suspension, or collection action. Those require a separate legal and procedural review.

## Assemble the actual meeting record

We assemble your meeting record in this order: F09 internal summary; F10 executed notice affidavit; F11 draft minutes; available Zoom summary and complete transcript as separate exhibits; then authorized letters with L03 and other letter attachments. Keep F07/F08 and the evidence packet in the case file and identify them in the exhibit index. Include only exhibits that actually exist.

## Practice hearing and answer key

### Exercise A Uncured violation

Fictional exercise: Sample Oaks HOA has a five-member eligible committee. Three participate, satisfying its verified simple-majority quorum; its verified rule requires a majority of those present to approve. The Board proposed a one-time \$100 fine for failure to maintain a fence under Declaration §8.2. Notice was issued and delivered October 1, 2026, for an October 20 hearing with working remote access. Dated evidence shows the condition remains uncured. The owner explains a contractor delay. Two committee members vote to approve and one votes against. The committee sets November 25 as the payment date; findings are delivered October 22.

TRAINEE TASK: Use F07/F08 to record findings and votes. Select the member and Board letters. State whether the schedule meets the relevant intervals and what must be verified before Accounting posts a charge.

ANSWER: The vote meets the exercise's verified rule. Use L01 with L03 and L05. The 19-day notice interval, hearing within 90 days, 2-day findings interval, and 34-day payment interval meet the stated timing requirements. Confirm the notice's cure instructions, no qualifying cure, exact amount, and delivery evidence before posting. The contractor explanation belongs in the record; it is not itself proof of cure.

### Exercise B Cured before hearing

The same facts apply, but a dated inspection establishes complete cure October 19. The Board asks the committee to approve because management incurred administrative time.

ANSWER: The fine may not be imposed under §720.305(2)(e). Record cure and evidence; use L04 with L03 and L06. Do not impose the fine to recover administrative time. A Board request does not override the cure prohibition.

### Exercise C Ineligible member and missing quorum

A three-person committee includes the Board president's spouse. Only that person and one other member attend.

ANSWER: The spouse is statutorily ineligible. The association has not established a committee of at least three eligible appointed members. Do not count the spouse or conduct an approval vote. Correct appointments and scheduling with proper notice; do not write minutes claiming valid approval.

### Exercise D Failed approval and prohibited conduct

First scenario: four participating members split 2–2 on approval under a rule requiring a majority. Second scenario: a separate case concerns a garbage container at the curb 12 hours after collection.

ANSWER: A tie fails majority approval; no fine may be imposed from that vote. Use L04 rather than a letter asserting a majority voted to reject. The separate garbage-container case is protected by §720.305(7)(a); stop that enforcement basis and document why.

### Facilitator scoring

Use these exercises to check your understanding with us. You should be able to explain Board and committee authority, notice recipients, the four timing controls, cure, eligibility, findings and account holds. Repeat any missed critical item. We record training completion separately from committee appointment; completing this guide is not legal certification.

## Final quality checklist and sources

- ☐ Verified association type is HOA governed by Chapter 720; no condominium wording remains.
- ☐ Recorded current declaration, bylaws, rules, committee charter, and enforcement policy versions.
- ☐ Reconciled exact legal name, ownership, designated contacts, governing provision, and Board action.
- ☐ Verified notice content, required recipients, issuance/delivery evidence, hearing date, and remote access.
- ☐ Confirmed eligible committee roster, calculated quorum, and identified the approval threshold.
- ☐ Recorded each owner separately as present/absent and any representative's relationship.
- ☐ Documented all material evidence, owner response, cure facts, committee findings, individual votes, and actual result.
- ☐ Completed the correct member letter and L03; checked every bracketed field, amount, cure instruction, and deadline.
- ☐ Arranged findings delivery within 7 days and a payment date at least 30 days after delivery where applicable.
- ☐ Checked that no prohibited or cured violation is being charged; authorized Accounting instructions match the decision.
- ☐ Completed Board report, VMS/Smartweb status, minutes, evidence index, and delivery log.
- ☐ Checked the actual meeting record order, affidavit execution facts, required attachments, and access restrictions.

### Record and privacy practices

We help you maintain notices, evidence, meeting records and delivery proof under your association's records policy and §720.303(4). Listed official records generally require at least seven years unless a longer period applies. Preserve legal-hold records and use the official-records process for inspection requests. Protect exempt information; do not publish private owner contact details on a community notice.

### Primary sources reviewed September 29 2026

Florida Statutes §720.305 (2026): fining authority and limits; committee eligibility; notice, hearing, written findings, cure and payment rules; prohibited fines.

<https://www.flsenate.gov/Laws/Statutes/2026/720.305>

Florida Statutes §720.303 (2026): Board meetings and notice; committee applicability; minutes; official records and retention.

<https://www.flsenate.gov/Laws/Statutes/2026/720.303>

For each live case, please provide or verify with us: your declaration and amendments, bylaws, rules, Board and committee appointments, Board action, designated owner contacts, incident evidence, earlier notices and delivery proof.

Our physical-location field, affidavit layout, file order and management assignments are workflow choices, not universal requirements of §720.305. Our affidavit template includes Escambia County; use the actual notarial venue if you sign elsewhere.

## Board referral and hearing intake

Board members: use this form with us to verify your action before we issue the owner hearing notice. It records your actual decision and does not replace a properly noticed Board meeting or its minutes.

| Field               | Information                                                      |
|---------------------|------------------------------------------------------------------|
| Association         | [Exact legal name]                                               |
| Case and property   | [Case number]   [Property address]                               |
| Record owners       | [Each record owner's name]                                       |
| Other recipients    | [Occupant/licensee/invitee sought to be fined, if applicable]    |
| Governing authority | [Declaration/bylaw/rule, exact section, effective version]       |
| Allegation          | [Specific conduct and incident date(s)]                          |
| Current cure status | [Cured/not cured/continuing; inspection date and evidence]       |
| Required cure       | [Specific corrective action, applicable terms and notice source] |

### Verified Board action

Board meeting date and minutes reference: [Complete]

Motion, author, second if stated, vote and result: [Complete]

Board fine: [One-time amount OR daily rate, covered dates, count and cap]

Authority for any amount above default statutory limits: [Exact provision or Not applicable]

### Scheduling and notice checks

Notice issue date / planned delivery / hearing date: [Complete]

At least 14 days written notice verified by: [Complete]

Hearing within 90 days after issuance verified by: [Complete]

Physical location and remote access: [Complete]

☐ Protected conduct and cure bar screened.

☐ Board action and evidence attached.

☐ Committee appointments, eligibility, quorum and voting rule verified.

☐ Designated recipient addresses confirmed in official records.

Prepared by and date: [Complete]

# Notice of right to a fine hearing

**[ASSOCIATION LEGAL NAME]**

Date issued: [Date]

To: [Each record owner and designated mailing/email address]

Also to: [Applicable occupant/licensee/invitee sought to be fined and address, or None]

Case and property: [Case number] | [Property address]

Dear [Owner name(s)]:

On behalf of [Association legal name], we notify you of your right to a hearing under §720.305(2)(b), Florida Statutes, concerning the Board's proposed fine below. The independent Fine Committee will confirm or reject the proposal. You may respond, present evidence and attend by telephone or other electronic means.

| Field               | Information                                                                           |
|---------------------|---------------------------------------------------------------------------------------|
| Alleged violation   | [Specific conduct and incident date(s)]                                               |
| Governing provision | [Exact declaration/bylaw/rule section]                                                |
| Board action        | [Meeting date, exact proposed fine and one-time/continuing basis]                     |
| Daily calculation   | [If applicable: rate, dates, count, cap and proposed total; otherwise Not applicable] |
| Action to cure      | [Specific corrective action and applicable terms; if no cure applies, explain]        |
| Hearing date / time | [Date, time, time zone]                                                               |
| Physical location   | [Complete street address, room, city, state, ZIP]                                     |
| Online access       | [Full URL, meeting ID, passcode]                                                      |
| Telephone access    | [Dial-in number, meeting/access ID, passcode]                                         |

If you cure the violation before the hearing or in the manner specified in the required written notice, the fine may not be imposed. Please send us your cure evidence, response or access questions at [contact/address/email/telephone]. Our request for materials by [date, if used] does not waive your opportunity to respond at the hearing.

The committee will consider the evidence and your response. Your absence will not by itself establish a violation. Written findings will be provided within 7 days after the hearing. If an uncured violation results in an approved fine, the payment date must be at least 30 days after delivery of the written findings.

Sincerely,

[Authorized myHomeSpot.com representative and title]

myHomeSpot.com, as managing agent for [Association legal name]

Attachments: [Cited provision, incident description, photographs or other identified materials]

# Fine Committee meeting notice

[ASSOCIATION LEGAL NAME]

## NOTICE OF COMMITTEE - FINE HEARING

| Field                 | Information                                     |
|-----------------------|-------------------------------------------------|
| Scheduled date / time | [Date, time and time zone]                      |
| Physical location     | [Full street address, room, city, state, ZIP]   |
| Online                | [Full URL, meeting ID, passcode]                |
| Telephone             | [Telephone number, meeting/access ID, passcode] |
| Meeting contact       | [Name, email and telephone]                     |

The Fine Committee will consider whether to confirm or reject fines previously levied by the Board of Directors for the cases listed on the attached agenda. The committee will consider the noticed allegations, supporting information, owner responses, and cure status.

Owners whose cases are scheduled have the right to attend their hearings by telephone or other electronic means. Community attendance and participation will follow [identify the applicable governing-document provision, committee charter, or meeting policy].

Case docket: [Case number and property identification appropriate for this notice]

Agenda attachment: [F04 dated/version]

Issued by: [Name and title]

### Internal preparation instructions

Remove this instruction section before posting. Confirm the posting and access requirements applicable to this committee. Do not assume the Board's 48-hour rule automatically controls a fining committee. Do not include private owner contact details. Send the separate F02 individualized notice; this community notice does not satisfy that obligation.

Applicable posting authority and required interval: [Complete]

Posting location, date/time and proof reference: [Complete]

Community calendar date / email date: [Dates or None after verification]

# Fine Committee hearing agenda

[ASSOCIATION LEGAL NAME]

| Field                 | Information                           |
|-----------------------|---------------------------------------|
| Meeting type          | Committee - Fine Hearing              |
| Scheduled date / time | [Date, time and time zone]            |
| Physical location     | [Full address and room]               |
| Online                | [Full URL, meeting ID, passcode]      |
| Telephone             | [Number, meeting/access ID, passcode] |

**1. Verify committee attendance, eligibility, applicable quorum and voting threshold.**

**2. If quorum exists, call to order and read the meeting notice and agenda.**

**3. Explain committee authority, owner participation and hearing procedure.**

**4. Hear each properly noticed case separately.**

| Case | Property  | Alleged violation     | Board proposed fine |
|------|-----------|-----------------------|---------------------|
| [#]  | [Address] | [Concise description] | [Amount and basis]  |
| [#]  | [Address] | [Concise description] | [Amount and basis]  |
| [#]  | [Address] | [Concise description] | [Amount and basis]  |

- Identify record owners present/absent and representatives.
- Review Board action, notice, governing provision and evidence.
- Hear owner testimony and review cure evidence.
- Ask relevant questions and deliberate.
- Record motion if made, individual vote, findings and final result.
- Set lawful payment date if applicable; identify cure terms and follow-up tasks.

**5. Confirm written-decision assignments and delivery tracking.**

**6. Identify the next meeting date or To Be Determined.**

**7. Adjourn and record the actual time.**

Only the eligible committee votes on the hearing result. New allegations or different proposed amounts require the appropriate separate process.

# Notice to the Board of Directors

[ASSOCIATION LEGAL NAME]

Date / To: [Date] | Board of Directors

From: [Manager or authorized sender]

**Subject: Scheduled Fine Committee hearing and Board referral verification**

We have scheduled the following Board-referred case(s) for an independent Fine Committee hearing. Please verify your Board action and provide any missing official record before we release the hearing notice. If it has already been issued, notify us promptly of any discrepancy.

| Field                   | Information                                         |
|-------------------------|-----------------------------------------------------|
| Hearing date / time     | [Date, time and zone]                               |
| Physical location       | [Full address and room]                             |
| Online / telephone      | [Full URL, dial-in, meeting/access ID and passcode] |
| Board meeting reference | [Date and approved/draft minutes location]          |

| Case / property | Board fine and basis           | Notice issued / hearing | Outstanding item |
|-----------------|--------------------------------|-------------------------|------------------|
| [Case/address]  | [Amount; one-time/daily basis] | [Dates]                 | [Item or None]   |

The committee may confirm or reject the fine levied by the Board. Directors, officers, association employees, and their specified relatives may not serve on the committee. Board attendance does not confer a committee vote, and directors must not predetermine or direct the committee's decision.

We will provide your committee with the verified Board action, cited provision, notices and delivery proof, incident evidence, owner submissions and current cure information. A violation cured before the hearing or in the manner specified in the statutory notice cannot result in imposition of the fine.

Board records requested: [Documents and responsible person]

Response requested by: [Administrative date]

Prepared by / contact: [Complete]

We are sending this report to you as a Board member. It does not replace a Board meeting notice or the owner's individualized hearing notice.

## Committee eligibility and attendance

**[ASSOCIATION LEGAL NAME]**

Hearing date / appointment record: [Complete]

| Member name      | Appointed date | Eligibility verified | Present / absent |
|------------------|----------------|----------------------|------------------|
| [Name]           | [Date]         | [Yes / issue]        | [Status]         |
| [Name]           | [Date]         | [Yes / issue]        | [Status]         |
| [Name]           | [Date]         | [Yes / issue]        | [Status]         |
| [Name or unused] | [Date]         | [Yes / issue]        | [Status]         |
| [Name or unused] | [Date]         | [Yes / issue]        | [Status]         |

Eligibility check: No member may be an association officer, director or employee, or the spouse, parent, child, brother or sister of one. Committee must have at least three eligible Board-appointed members. Use the complete roster; add rows for additional members.

Chairperson and supporting appointment/selection record: [Complete]

Quorum rule and source: [Exact document provision; package default only if applicable]

Eligible body / present / required quorum: [N] / [P] / [Q]

Quorum result: [Obtained / Not obtained]

Approval threshold and source: [Rule, required vote count, treatment of abstentions/recusals]

Recusals or eligibility concerns and resolution: [Complete]

Management Representative Present: [One name or None]

Others Present: [Names, category, owner represented, property if available]

Recorder / minutes preparer: [Name, exact title, attended or did not attend]

Verified by and date: [Complete]

If quorum is not obtained: "No quorum was obtained and this meeting cannot be called to order accordingly." Do not enter an official decision or manufacture a vote.

# Case decision sheet evidence and findings

## [ASSOCIATION LEGAL NAME]

Case heading: Case #[number] - [property] ([owner name(s)]) - [incident summary]

Hearing date / time / Board fine date: [Complete]

Board fine: [Exact amount and one-time/continuing basis; daily calculation/cap if applicable]

Governing authority: [Exact provision and version]

| Record owner | Present / absent | Representative and relationship |
|--------------|------------------|---------------------------------|
| [Name]       | [Status]         | [Name / relationship or None]   |
| [Name]       | [Status]         | [Name / relationship or None]   |

Notice issue date / method / recipients / proof: [Complete]

Notice interval / 90-day hearing check / remote access check: [Complete]

### Background

[Incident dates; specific alleged conduct; notice dates; rule and authority; Board action and exact proposed fine. Identify any unavailable fact.]

### Evidence considered

| Exhibit | Date / source | Description   |
|---------|---------------|---------------|
| [ID]    | [Date/source] | [Description] |
| [ID]    | [Date/source] | [Description] |
| [ID]    | [Date/source] | [Description] |

### Owner testimony

[Response, defenses, evidence, claimed cure, representative statements; or owner absent and no testimony received.]

### Cure finding

Status / date / evidence: [Cured before hearing / cured under notice / uncured / unresolved]

Specific cure action and applicable terms: [Action or explanation why not applicable]

### Committee discussion and findings

[Material deliberation; facts found; disputed facts and resolution; reason for confirming/rejecting or nonimposition; identify any prohibited-fine issue.]

# Case decision sheet vote and disposition

[ASSOCIATION LEGAL NAME]

Case / property / hearing date: [Complete]

Motion: [Exact motion if made; otherwise state the actual procedure]

Motion by / Second by: [Names; Not Stated if applicable]

| Eligible voter | Favor | Against | Abstain | Abstention reason |
|----------------|-------|---------|---------|-------------------|
| [Name]         | [ ]   | [ ]     | [ ]     | [Reason or None]  |
| [Name]         | [ ]   | [ ]     | [ ]     | [Reason or None]  |
| [Name]         | [ ]   | [ ]     | [ ]     | [Reason or None]  |
| [Name]         | [ ]   | [ ]     | [ ]     | [Reason or None]  |
| [Name]         | [ ]   | [ ]     | [ ]     | [Reason or None]  |

Verified required majority / tally / motion result: [Complete]

Final disposition: [Fine approved / Fine rejected / Approval not obtained / Fine barred by cure / No valid hearing decision]

Exact fine permitted to be imposed: [\$amount and calculation OR \$0 with reason]

Committee findings: [Concise reason tied to evidence and governing provision]

Cure instructions and effect: [Specific action/terms or Not applicable; qualifying cure bars imposition]

Written findings deadline: [No later than 7 days after hearing]

Committee-set payment date: [Date or Not applicable; at least 30 days after delivery]

Expected delivery / date margin check: [Complete]

Applicable appeal procedure / source: [Verified procedure or unresolved issue to resolve; do not invent]

Letter selection: [L01 / L02 / L04] + L03; Board [L05 / L06]

| Task                                                                            | Person           | Due    |
|---------------------------------------------------------------------------------|------------------|--------|
| Provide written findings and preserve delivery proof                            | [Name]           | [Date] |
| Update VMS/Smartweb Violation Status                                            | Property Manager | [Date] |
| Prepare/Remit/Upload Meeting Minutes                                            | Property Manager | [Date] |
| [If permitted: levy exact fine \$___; otherwise no-post/adjustment instruction] | Accounting       | [Date] |

Recorded by / verified against announced result by: [Names and dates; not a substitute for vote]

## Internal meeting summary



| Field       | Information                    |
|-------------|--------------------------------|
| Association | [Exact legal name]             |
| Meeting     | Committee - Fine Hearing       |
| Date / Time | [Scheduled date/time and zone] |

**Fine Hearing operational checklist**

- ☐ Board action and proposed fine verified.
- ☐ Eligible committee roster and calculated quorum verified.
- ☐ Individual hearing notices and delivery proof verified.
- ☐ Cure and prohibited-fine checks completed.
- ☐ Actual testimony, vote, findings and disposition reconciled.
- ☐ Written findings scheduled within 7 days; payment date checked against delivery.
- ☐ Member and Board letters, records and accounting tasks assigned.

**Open concerns**

- ☐ [Source conflict, missing verification or issue requiring manager review; delete unused entries.]
- ☐ [Access, delivery, cure, vote, amount or deadline concern.]

**Table Items for Next Agenda**

| Item           | Person Responsible     |
|----------------|------------------------|
| [Item or None] | [Name or Not Assigned] |

**Tasks**

| Task Description                                                      | Person           |
|-----------------------------------------------------------------------|------------------|
| Update VMS/Smartweb Violation Status                                  | Property Manager |
| Prepare/Remit/Upload Meeting Minutes                                  | Property Manager |
| [Levy exact authorized fine \$____ or no-post/adjustment instruction] | Accounting       |

**MEETING NOTICE AFFIDAVIT****[ASSOCIATION LEGAL NAME]**

| Field                 | Information                                                            |
|-----------------------|------------------------------------------------------------------------|
| Affidavit Date        | [Meeting date]                                                         |
| Meeting Type          | Committee - Fine Hearing                                               |
| Scheduled Date / Time | [Date, time and zone]                                                  |
| Physical Location     | [Full address and room]                                                |
| Online                | [Full URL, meeting ID, passcode, or None if actually unavailable]      |
| Telephone             | [Number, meeting/access ID, passcode, or None if actually unavailable] |

I, [signer name], [exact title], being duly sworn, state from my personal knowledge or the records identified below that notice of the meeting described above was provided as follows. Attached proof identifies the notices, recipients, dates, and methods actually used.

| Notice method      | Actual date or None                                 |
|--------------------|-----------------------------------------------------|
| Community Calendar | [Date or None]                                      |
| Notice Posting     | [Date or None]                                      |
| U.S. Mail          | [Date or None] — Mailing Address and Proof attached |
| Email              | [Date or None] — Distribution list on file          |

Individual hearing notice proof: [Recipient-specific F12 log and attachments]

The affidavit date identifies the meeting date. The notarial certificate below must show the actual date of acknowledgment or oath; do not backdate execution.

Signature: \_\_\_\_\_

[Printed signer name]

[Title exactly as supplied]

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by [signer name].

☐ Personally known OR produced identification: \_\_\_\_\_

Notary signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Commission number / expiration: \_\_\_\_\_ [Notary seal]

Preparation note: confirm signer and all four methods each meeting. If execution occurs elsewhere, use the accurate notarial venue. Remove this note before execution.

## F11 | DUPLICATE CASE BLOCKS AS NEEDED

### Draft meeting minutes

#### [ASSOCIATION LEGAL NAME]

#### DRAFT MEETING MINUTES - MUST BE APPROVED IN NEXT MEETING TO BE CONSIDERED TRUE AND CORRECT

| Field                 | Information                                                   |
|-----------------------|---------------------------------------------------------------|
| Meeting Type          | Committee - Fine Hearing                                      |
| Scheduled Date / Time | [Date, time and zone]                                         |
| Physical Location     | [Full street address and room]                                |
| Online                | [Full URL, meeting ID, passcode, or None if unavailable]      |
| Telephone             | [Number, meeting/access ID, passcode, or None if unavailable] |

[State that the meeting notice was read aloud only if it occurred.] [P] of [N] eligible committee members participated; under [verified rule], [Q] were required and a quorum [was/was not] obtained. [If obtained: actual call-to-order time.] If no quorum, use: No quorum was obtained and this meeting cannot be called to order accordingly.

Committee Members Present: [Every participating member; Chairperson only if established]

Committee Members Absent: [Every absent member or None]

Management Representative Present: [One name or None]

Others Present: [Names grouped by owner, representative, attorney, tenant or guest; property if available]

#### Case #[number] - [property address] ([owner name(s)]) - [concise incident summary]

Record owners: [Each name, present/absent]. Attending on behalf of owner: [Name, relationship and owner represented, or None].

Background: [Incident and notice dates; alleged conduct; governing provision; Board fine date, amount and basis; unavailable facts identified.]

Owner Testimony: [Material statements and evidence, or absence/no testimony.]

Committee Discussion: [Material deliberation, evidence, cure facts and reasons.]

Committee Decision (Fine Imposed \$[amount]) OR Committee Decision (Fine Rejected): [Keep the accurate heading only; state any statutory nonimposition or failed approval. Motion By, Second By, Vote and Result; individual votes; abstentions and reasons or Abstentions: None; findings, cure, delivery/payment requirements and follow-up.]

[Repeat complete case blocks in continuous flow; do not manually page-break between cases.]

[Insert the closing content and tables below directly after the last case; the next library page is a reusable continuation, not a required break in live minutes.]

## Minutes closing and action tables

When you prepare the minutes with us, place this closing section directly after the case narratives. Use Calibri 10 pt, with the centered association name in 12 pt bold. Remove these preparation instructions.

Adjourned: [Actual time; motion/second/result if made]. Next meeting: [Date or To Be Determined].

Minutes Prepared By: [Name, exact title; state if preparer did not attend].

| Resolution Summary  |                      |                           |                           |                      |                      |                      |
|---------------------|----------------------|---------------------------|---------------------------|----------------------|----------------------|----------------------|
| Motion Status       | Motion               | Author Name               | Second                    | Favor                | Against              | Abstain              |
| [Approved / Failed] | [Substantive motion] | [Last name or Not Stated] | [Last name or Not Stated] | [Last names or None] | [Last names or None] | [Last names or None] |

| Table Items for Next Agenda                   |                        |
|-----------------------------------------------|------------------------|
| Item                                          | Person Responsible     |
| [Tabled or unaddressed planned item, or None] | [Name or Not Assigned] |

| Tasks                                                                           |                    |
|---------------------------------------------------------------------------------|--------------------|
| Task Description                                                                | Person             |
| Update VMS/Smartweb Violation Status                                            | Property Manager   |
| Prepare/Remit/Upload Meeting Minutes                                            | Property Manager   |
| [If imposed: Levy exact fine \$___; otherwise accurate no-post/adjustment task] | Accounting         |
| [Provide written findings and retain delivery proof]                            | [Responsible name] |

Zoom recording: [Complete share URL and recording passcode if available, or state no recording]

### Exhibit index for actual meeting record

[Exhibit A: available Zoom-generated summary.]

[Exhibit B: available complete timestamped Zoom transcript, including speaker labels and pre-meeting content.]

[Letter attachments: selected member letter with findings attachment, Board report, and supplied notices.]

Label automated summaries/transcripts: Source material that may contain automated errors and has not been adopted as the official minutes. Include every available item; do not fabricate missing exhibits. Use the recording for actual meeting facts and reconcile conflicts on the internal cover.

Exclude an adjournment motion from the Resolution Summary. Identify each eligible vote accurately and preserve announced opposing votes and abstentions. Do not add minutes approval/signature lines.

# Notice and decision delivery log

[ASSOCIATION LEGAL NAME]

Case / property / record owner(s): [Complete]

Designated address verification: [Source, verified mailing/email address, date and verifier]

| Document / recipient       | Method / address | Issued / sent | Delivered / proof |
|----------------------------|------------------|---------------|-------------------|
| Hearing notice / [name]    | [Method/address] | [Date]        | [Date / exhibit]  |
| Hearing notice / [name]    | [Method/address] | [Date]        | [Date / exhibit]  |
| Findings + letter / [name] | [Method/address] | [Date]        | [Date / exhibit]  |
| Findings + letter / [name] | [Method/address] | [Date]        | [Date / exhibit]  |
| Board report               | [Method/address] | [Date]        | [Date / exhibit]  |

Hearing date / at least 14-day notice interval verified: [Complete]

90-day hearing outside date / compliance verified: [Complete]

Findings due within 7 days / actually provided date: [Complete]

Committee-set payment date / actual delivery date: [Complete]

30-day payment interval verified: [Days, reviewer, date or Not applicable]

Delivery delay or failure and corrective action: [Hold collection; authorized correction and proof reference]

Posthearing cure check and result: [Date, evidence, resulting account instruction]

Accounting authorization: [Exact amount, due date and authority OR no-post/adjustment]

Letter/attachment final version and file location: [Complete]

VMS/Smartweb updated by / date: [Complete]

Minutes prepared/remitted/uploaded by / date: [Complete]

File completed by / date: [Complete]

Help us verify actual delivery for each recipient; the letter date alone is not proof. If you identify a missed deadline, tell us promptly so we can coordinate the proper correction. Do not backdate the record.

[DATE]

[OWNER NAME]

[MAILING ADDRESS]

[CITY, STATE ZIP]

[OWNER EMAIL, IF AVAILABLE]

**RE: NOTICE OF FINING COMMITTEE DECISION - [HOA Fine Approved]**

|                                            |                                                   |
|--------------------------------------------|---------------------------------------------------|
| <b>Property:</b> [PROPERTY ADDRESS / UNIT] | <b>Violation Status:</b> [NOT CURED / CONTINUING] |
| <b>Violation:</b> [NATURE OF VIOLATION]    | <b>Governing Provision:</b> [SECTION / RULE]      |
| <b>Board Meeting:</b> [DATE]               | <b>Board Fine Levied:</b> \$[AMOUNT]              |
| <b>Committee Meeting:</b> [DATE]           | <b>Committee Decision:</b> APPROVED               |
| <b>Fine Basis:</b> [ONE-TIME / CONTINUING] | <b>Daily Fine, if applicable:</b> \$[AMOUNT]      |
| <b>Fine Amount Due:</b> \$[FINAL AMOUNT]   | <b>Fine Due Date:</b> [DATE]                      |

Dear [OWNER NAME]: This letter constitutes written notice of the Fining Committee's decision concerning the violation identified above under Section 720.305, Florida Statutes.

The Fining Committee, by majority vote, confirmed the fine levied by the Board. Because the violation remains uncured, the amount due is \$[FINAL AMOUNT], payable no later than [DUE DATE]. Under Fla. Stat. § 720.305(2)(f), the payment date must be at least 30 days after delivery of the Committee's written notice.

**Payment:** Payable to [ASSOCIATION NAME], 225 N Pace Blvd, Pensacola, FL 32505, or online at [PayNow.myHomeSpot.com](https://PayNow.myHomeSpot.com) using Association ID [XXXX] and Management ID 2539.

If the fine is not timely paid, the Association may pursue collection and other remedies authorized by Fla. Stat. § 720.305. Reasonable attorney fees and costs may be awarded as provided by law after the noticed payment date and applicable appeal period. If a monetary obligation remains more than 90 days delinquent, the Association may, after the required Board action and notice, suspend certain common-area or facility use rights and voting rights until the delinquency is paid. A fine of less than \$1,000 may not become a lien against the parcel.

**IMPORTANT NOTICE ABOUT FUTURE VIOLATIONS.** Compliance with the governing documents is required at all times. Except where applicable law or the governing documents require otherwise, the Association is not required to provide a separate preliminary courtesy warning before beginning the statutory fining process. Each future occurrence may result in a new proposed fine when the violation occurs, subject to the required statutory notice and Fining Committee process. For a continuing violation, Fla. Stat. § 720.305(2) permits a fine for each day the violation continues based on a single statutory notice and opportunity for hearing. Unless the governing documents provide otherwise, a fine may not exceed \$100 per violation or \$1,000 in the aggregate. If the violation is cured before the hearing or in the manner specified in the statutory written notice, the fine or suspension may not be imposed. Do not rely upon receiving a courtesy warning before future enforcement action.

Sincerely,

myHomeSpot.com  
as Agent for [ASSOCIATION NAME]

[DATE]

[OWNER NAME]

[MAILING ADDRESS]

[CITY, STATE ZIP]

[OWNER EMAIL, IF AVAILABLE]

**RE: NOTICE OF FINING COMMITTEE DECISION - [HOA Fine not Approved]**

|                                            |                                                           |
|--------------------------------------------|-----------------------------------------------------------|
| <b>Property:</b> [PROPERTY ADDRESS / UNIT] | <b>Violation Status:</b> [CURED / NOT CURED / CONTINUING] |
| <b>Violation:</b> [NATURE OF VIOLATION]    | <b>Governing Provision:</b> [SECTION / RULE]              |
| <b>Board Meeting:</b> [DATE]               | <b>Board Fine Levied:</b> \$[AMOUNT]                      |
| <b>Committee Meeting:</b> [DATE]           | <b>Committee Decision:</b> NOT APPROVED                   |

Dear [OWNER NAME]: This letter constitutes written notice of the Fining Committee's decision concerning the violation identified above under Section 720.305, Florida Statutes.

The Fining Committee, by majority vote, did not approve the fine levied by the Board. No fine is due as a result of this proceeding. Under Fla. Stat. § 720.305(2)(c), a proposed fine rejected by the Committee may not be imposed. The matter will be referred back to the Board of Directors for further consideration and any action permitted by the governing documents and Florida law.

**IMPORTANT NOTICE ABOUT FUTURE VIOLATIONS.** Compliance with the governing documents remains required. Except where applicable law or the governing documents require otherwise, the Association is not required to provide a separate preliminary courtesy warning before beginning a future statutory fining process. Each future occurrence may result in a new proposed fine when the violation occurs, subject to the required statutory notice and Fining Committee process. For a continuing violation, Fla. Stat. § 720.305(2) permits a fine for each day the violation continues based on a single statutory notice and opportunity for hearing. Unless the governing documents provide otherwise, a fine may not exceed \$100 per violation or \$1,000 in the aggregate. If a violation is cured before the hearing or in the manner specified in the statutory written notice, a fine or suspension may not be imposed. Do not rely upon receiving a courtesy warning before future enforcement action.

Sincerely,

myHomeSpot.com  
as Agent for [ASSOCIATION NAME]

### **L03 | REQUIRED FINDINGS ATTACHMENT**

**We include this findings attachment with your decision letter as one written notice.**

Date / case / property: [Complete]

Record owner(s) / additional applicable recipient(s): [Complete]

Hearing date / Board action date / governing provision: [Complete]

Board proposed fine: [Amount, one-time/continuing basis, daily rate/dates/count/cap if applicable]

#### **Findings related to the violation**

[State the specific conduct, relevant dates, evidence considered, material owner response, and the committee's findings. Explain why the evidence supports the outcome; do not merely repeat the allegation.]

#### **Cure status and instructions**

[State cured/uncured/continuing; cure date and evidence. If applicable, specify exactly how the violation may be cured and the applicable terms. If cure instructions are not applicable, explain why. A violation cured before the hearing or in the manner specified in the statutory notice cannot result in imposition of a fine.]

#### **Committee decision**

Decision: [Approved / Rejected / Not approved / May not be imposed due to cure]

Vote and basis: [Individual names/votes, required majority, outcome; or actual statutory nonimposition basis]

Fine due: [\$exact lawful amount and calculation OR \$0]

Payment date: [Committee-set date at least 30 days after delivery OR Not applicable]

Delivery: [Method, designated address, recipients and actual delivery record reference]

Applicable appeal information: [Verified procedure/source if any; do not create an unsupported deadline]

We are providing this attachment and the accompanying letter as the written findings for Case [number]. If you complete a qualifying cure under the notice, please send your evidence to [contact] so we can document the resulting nonimposition for the association.

[Authorized myHomeSpot.com representative and title]

myHomeSpot.com, communicating the Fine Committee's findings for [Association]

#### L04 | MEMBER LETTER FOR CURE OR FAILED APPROVAL

Fine not imposed

[ASSOCIATION LEGAL NAME]  
[ASSOCIATION MAILING ADDRESS]



Date / To: [Date] | [Owner name(s), designated mailing/email address]

Also to: [Additional applicable recipient(s), or None]

#### **RE: NOTICE OF FINING COMMITTEE FINDINGS - NO FINE IMPOSED**

Case / property / hearing date: [Complete]

Dear [Owner name(s)]:

We are writing on behalf of [Association] to report the Fine Committee's findings from [date]. The Board proposed a fine of \$[amount and basis] on [date] for [specific alleged violation] under [governing provision]. You owe no fine from this proceeding for the reason stated below.

#### **[RETAIN THE ACCURATE PARAGRAPH AND REMOVE THE OTHER CHOICE BEFORE SENDING.]**

Cure: The committee found that the violation was cured [before the hearing/on date/in the manner specified in the required notice], based on [evidence]. Under §720.305(2)(e), Florida Statutes, the fine may not be imposed.

Approval not obtained: The proposed fine did not receive the required majority approval. The recorded vote was [actual tally and applicable threshold]. Under §720.305(2)(c), Florida Statutes, a proposed fine without the required committee approval may not be imposed. This statement does not represent that a majority voted to reject unless that actually occurred.

The attached findings state the evidence, cure status, and any applicable corrective action. The amount due from this proceeding is \$0, and no fine payment date applies. Compliance with the governing documents remains required. Any future enforcement must follow the governing documents and applicable law.

Please contact us at [name, telephone/email] if you have questions about these findings or wish to provide cure documentation.

Sincerely,

[Authorized myHomeSpot.com representative and title]  
myHomeSpot.com, as managing agent for [Association legal name]

Attachment: L03 completed findings for Case [number]

Preparation instruction: use only for an actual hearing outcome or documented cure disposition. For no quorum or no hearing, send a factual status/rescheduling notice instead of claiming committee findings. Remove instructions before sending.

## L05 | BOARD DECISION LETTER

Report of approved fine to the Board

[ASSOCIATION LEGAL NAME]  
[ASSOCIATION MAILING ADDRESS]



Date / To: [Date] | Board of Directors, [Association]

From: [Committee/authorized manager name and title]

### RE: FINE COMMITTEE DECISION - APPROVED

Dear Directors:

We are reporting the Fine Committee's decision to you as a Board member. At the hearing on [date], the committee approved your proposed fine for Case [number], [property], concerning [owner name(s)]. The committee's role was to confirm or reject your proposal.

| Field               | Information                                                   |
|---------------------|---------------------------------------------------------------|
| Board action        | [Date, amount and one-time/continuing basis]                  |
| Governing provision | [Exact provision]                                             |
| Committee vote      | [Names and individual votes; required threshold; result]      |
| Material findings   | [Concise supported findings and owner response]               |
| Cure status         | [Current status, evidence and date]                           |
| Approved fine       | [Exact amount, daily calculation and cap if applicable]       |
| Cure terms          | [Specific instructions or Not applicable with explanation]    |
| Member findings     | [Letter + L03 sent/provided date, method and proof reference] |
| Payment date        | [Committee-set date, delivery date and 30-day check]          |

We will coordinate posting only the exact authorized amount that remains legally imposable after the cure and delivery checks. A qualifying cure or payment-date conflict requires a hold and the appropriate correction. This report does not authorize a lien, collection suit, added fee or separate suspension.

Follow-up assignments: [Accounting instruction; Property Manager status/minutes tasks; due dates]

Sincerely,

[Authorized myHomeSpot.com representative and title]

myHomeSpot.com, reporting the Fine Committee's decision for [Association]

Attachments: Completed case decision sheet; member decision letter and findings; delivery record.

## L06 | BOARD DECISION LETTER

Report of fine not imposed to the Board

[ASSOCIATION LEGAL NAME]  
[ASSOCIATION MAILING ADDRESS]



Date / To: [Date] | Board of Directors, [Association]

From: [Committee/authorized manager name and title]

### RE: FINE COMMITTEE DECISION - FINE NOT IMPOSED

Dear Directors:

We are reporting the Fine Committee's disposition of Case [number], [property], concerning [owner name(s)] on [date]. Your Board's proposed fine of \$[amount and basis], levied on [date], may not be imposed from this proceeding for the reason stated below.

| Field               | Information                                                                                     |
|---------------------|-------------------------------------------------------------------------------------------------|
| Governing provision | [Exact provision]                                                                               |
| Disposition         | [Rejected / Required approval not obtained / Barred by qualifying cure]                         |
| Vote if taken       | [Actual individual votes, required threshold and result; otherwise no vote and accurate reason] |
| Findings            | [Specific facts supporting disposition]                                                         |
| Cure status         | [Date, evidence and any remaining action]                                                       |
| Amount due          | [\$0 from this proceeding]                                                                      |
| Member findings     | [Selected letter + L03, provision date, method and proof]                                       |

We will coordinate the instruction not to levy or collect this proposed fine. If a charge was posted prematurely, we will route the documented correction through the authorized accounting process. We will update the violation record and retain the hearing materials and delivery proof.

A rejected or unapproved fine cannot be imposed by the Board notwithstanding this result. Any further action must have an independent lawful basis and follow the governing documents and applicable notice and hearing requirements. Do not repackage a barred fine as an administrative charge.

Further Board consideration requested: [Specific issue or None; no presumption of a new fine]

Assigned tasks / persons / dates: [Complete]

Sincerely,

[Authorized myHomeSpot.com representative and title]

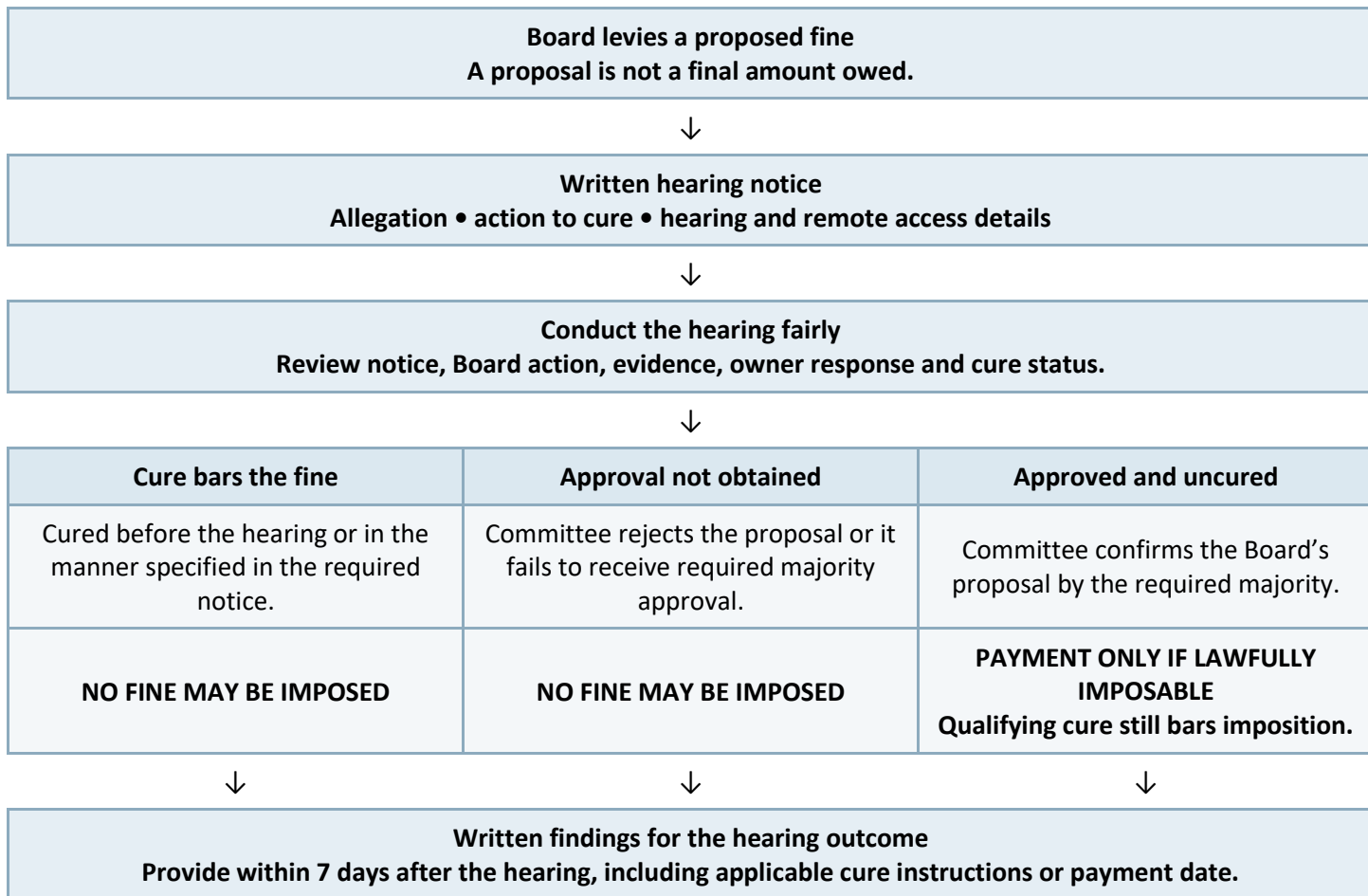
myHomeSpot.com, reporting the Fine Committee's decision for [Association]

Attachments: Completed case decision sheet; member findings notice; delivery record.

## Committee Member Hearing Overview

At myHomeSpot.com, we support you with the notices, evidence and records you need. As a committee member, you make the independent decision: hear the owner, assess the evidence and cure status, and confirm or reject the Board's proposal. Do not change the amount or decide a new allegation.

### Process flowchart



### Before you participate

Before you participate, verify the roster with us. Your committee needs at least three eligible Board-appointed members. Officers, directors, association employees and their spouses, parents, children, brothers or sisters are ineligible. Establish the applicable quorum and approval rules before business.

Tell us if you find a notice, access, eligibility or quorum defect. Stop the decision process until the proper correction is made. Do not record an approval that did not occur.

## Committee timeline and quick checklist

### Timeline from notice to decision

We use the separate timing rules below to track your case. They do not create a fixed total schedule. The payment clock starts when the written findings are delivered, not on the hearing date.

| Stage        | Required timing                                                                | Committee and management action                                                                                                    |
|--------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1 NOTICE     | At least 14 days' written notice before the hearing.                           | Verify notice content, each required recipient, designated address and proof. Do not substitute a community posting.               |
| ↓ 2 HEARING  | Hold within 90 days after notice issuance.                                     | Verify eligibility and quorum; hear the owner, assess cure and evidence, and record actual individual votes.                       |
| ↓ 3 FINDINGS | Provide written findings within 7 days after the hearing.                      | Send the correct member letter with findings and any applicable cure instructions; record the delivery method.                     |
| ↓ 4 DELIVERY | Record when the written findings are delivered.                                | Verify actual delivery. Check whether it supports the committee-set payment date; correct conflicts through an authorized process. |
| ↓ 5 PAYMENT  | If a fine remains imposable, due date must be at least 30 days after delivery. | Use the committee-set lawful date. Verify qualifying cure and exact authorized amount before collection.                           |

**Cure may change the outcome before or after the hearing. If cured before the hearing or in the manner specified in the required written notice, the fine may not be imposed.**

### At the hearing

- Remain impartial. Confirm the cited rule, proposed amount, notice and current cure evidence.
- Give the owner a meaningful opportunity to respond and present evidence, including remotely.
- Record findings and each vote. A failed approval is not a fine; an owner's absence is not proof.

### After the hearing

Give us the exact decision and any payment date so we can coordinate written findings, the Board report, delivery tracking, minutes and accounting. Do not direct collection of an unapproved fine or one barred by qualifying cure.

Package references: F06 eligibility; F07–F08 decision sheet; F12 delivery log; L01/L02/L04 with L03 findings; L05/L06 Board report.

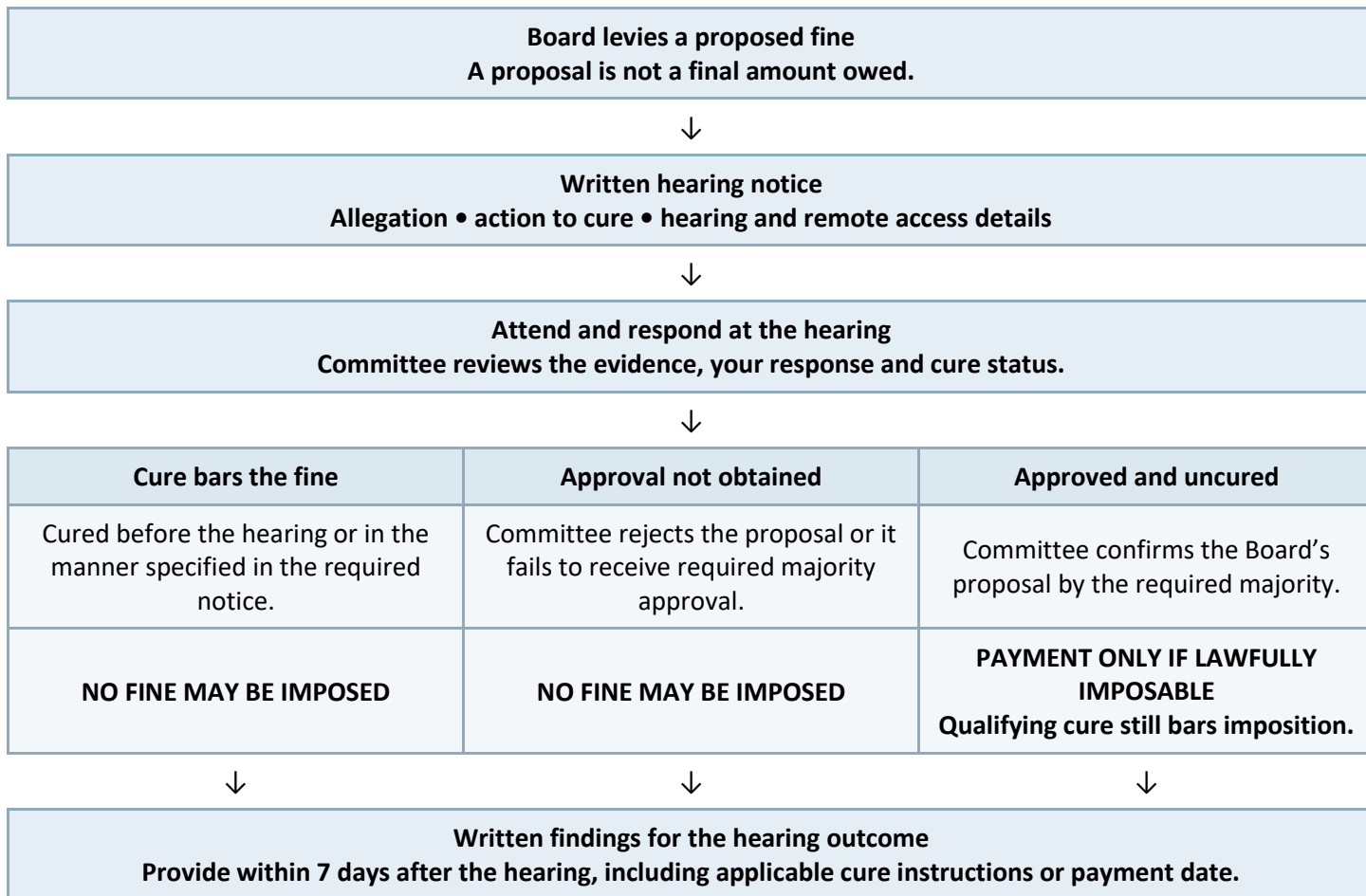
Authority: §720.305(2)(b)–(f), Florida Statutes (2026). Reviewed September 29, 2026.

<https://www.flsenate.gov/Laws/Statutes/2026/720.305>

## Owner Guide to a Fine Hearing

At myHomeSpot.com, we want you to understand the notice and how to respond. Your association alleges a violation and its Board has proposed a fine. The independent Fine Committee reviews the matter. You may respond, present evidence and attend by telephone or other electronic means.

### Process flowchart



### What to do when you receive the notice

Please read the allegation, rule, cure instructions and hearing details we send you. If you disagree, prepare your explanation and supporting records. If you correct the condition, keep dated photographs, receipts or other proof and send them to us.

Contact us promptly if the access details are missing or do not work. Please obtain confirmation before assuming your hearing is cancelled because you sent a response or cure evidence.

## Your hearing timeline and preparation

### Timeline from notice to decision

We use the separate timing rules below to track your case. They do not create a fixed total schedule. The payment clock starts when the written findings are delivered, not on the hearing date.

| Stage        | Required timing                                                                | Your action                                                                                                                      |
|--------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1 NOTICE     | At least 14 days' written notice before the hearing.                           | Read the allegation and cure instructions. Save the notice and check the hearing date and remote access.                         |
| ↓ 2 HEARING  | Hold within 90 days after notice issuance.                                     | Attend in person or remotely. Present your response and dated cure evidence.                                                     |
| ↓ 3 FINDINGS | Provide written findings within 7 days after the hearing.                      | Read the decision and any cure or payment instructions, even if the fine was rejected.                                           |
| ↓ 4 DELIVERY | Record when the written findings are delivered.                                | Save the letter or email and its delivery date. Promptly raise missing notices or a timing discrepancy.                          |
| ↓ 5 PAYMENT  | If a fine remains imposable, due date must be at least 30 days after delivery. | Follow the stated lawful due date. Submit qualifying cure evidence promptly; ask for written confirmation of the account result. |

**Cure may change the outcome before or after the hearing. If cured before the hearing or in the manner specified in the required written notice, the fine may not be imposed.**

### Bring or send these items

- Your hearing notice and the rule or provision cited.
- A short explanation of what happened, with dates and any points you dispute.
- Photographs, correspondence, receipts, or other evidence, especially proof of cure.

### At and after the hearing

Explain your response and answer the committee's questions. The committee may confirm or reject the Board's proposal; it cannot negotiate a different fine. Keep the written findings we send you. Contact us promptly about errors, cure evidence, payment instructions or any applicable appeal process.

Please keep your designated mailing or email address current with us for the association's official records. Use the contact details in your individual hearing notice for questions and submissions.

**We provide this overview to help you prepare. Your individual hearing notice, case-specific cure instructions, written findings and governing documents remain the controlling documents for your case.**

Authority: §720.305(2)(b)–(f), Florida Statutes (2026). Reviewed September 29, 2026.  
<https://www.flsenate.gov/Laws/Statutes/2026/720.305>