

# Compliance Committee Meeting Notes

January 10, 2022

In attendance:

Maureen Marvin

Edie Krotz

Jim Wells

Penny Kaczinski

Teri Gross

Gail Spence

Co-chairpersons Maureen Marvin and Penny Kaczinski effective January 10, 2022

1. New process was discussed
  - a. Four steps
    - i. Friendly Reminder
      1. Five Teams of two committee members will tour assigned areas of park by Sunday, January 16, 2022.
      2. Notices of non-complaint homes will be put in mailboxes or sent via email/USPS mail.
      3. Once team has finished their assigned section, will turn in friendly forms of those not compliant to Park Manager
      4. Park Manager will create spreadsheet of those non-compliant and send form to the owner. Per the form, the owner will the responsibility to bring their home into compliance and reply to office or ORO-compliance email address (on form) by February 17 with date and signature compliance met.
    - ii. Notice of Intent to Fine
      1. Those owners who have responded will be re-inspected by teams of two compliance committee members and if still non-compliant the notice of intent to fine notice will be sent.
      2. Owners who have **not** verified they are compliant will automatically be sent the notice of Intent to Fine.
    - iii. Fine
      1. The fine process will meet the Florida 718 statue of \$50 per day until compliance is resolved or \$1,000 max.
    - iv. Legal Involvement
      2. Park Manager does have a list of those vendors who can be contacted to complete work for those unable to bring home into compliance.
      3. If owner has contacted a vendor or contractor and has a contract signed with a completion date out of the requested compliance range, they will be given an extension

upon approval from Park Manager to the completion date with a notation if not completed by the specified date the fines will begin.

4. Park Manager will also include packet of Committee forms in new owners' folder.
5. Park Manger will also post any updates or specific areas to address (weeds, power washing, etc.) at different times throughout season with a possible group discount.
6. If during the tours there are park violations noticed, please address.
7. All forms and notices will be posted on ORO website or will be available in office for those not on website.
8. Teri Gross will work to get additional volunteers (board members) to help with initial compliance tours.
9. Create a Standard Order of Operating Procedures for committee for future Compliance Committees to be approved by entire Compliance Committee.
10. Next meeting will be at Lakehouse on Monday, January 17, 2022 at 9:00am.