



Burnt Store Villas Homeowner's Association, Inc.

5074 San Rocco Court, Punta Gorda, Florida 33950

Board Policies – these are policies that were discussed and voted on by the Board over the past several years. They may be changed through Board resolution and are in accordance with both our By-Laws and Deed Restrictions.

- 1. An annual property inspection will be done by the Architectural Review Committee and a report shall be provided to both homeowner and the Board. (11/12/11)**
- 2. Expenditures by Board members up to \$200 needs the signature of the treasurer; \$200 - \$500 requires two Board member signatures, and amounts exceeding \$500 require full Board approval. (4/13/18)**
- 3. The Board shall hire only licensed and insured contractors and will maintain a copy of their license and insurance affidavit while employed by the Association. (state statute and reviewed 4/13/18)**
- 4. Any two board members can approve a lease if it is in accordance with our bylaws. (4/13/18)**
- 5. All committees formed will include a Board member (10/11/18)**
- 6. Estoppel Fees are established at \$150 each. (10/11/18)**
- 7. Any Board member may send out a communication after giving other Board members 48 hours to review the communication. (2/14/19)**
- 8. Attorneys' fees may only be incurred after an official vote by the Board. (2/14/19)**
- 9. Garage Sale Requests may be approved by any Board Member. (2/14/19)**
- 10. The Chair of the Architectural Review Committee (ARC) may approve an Architectural form request or refer it to the Board at his/her discretion. (2/14/19)**
- 11. The BSV Board of Directors shall consist of seven homeowners. (2/25/19)**
- 12. Any volunteer that is performing on-going manual work will sign a waiver of liability and be approved by the Board. (2/13/20)**
- 13. Any work performed on the outside of a villa will require an approved architectural form. This does not include repairs to the existing structure as long as those repairs are not changes in color, design or material. (1/14/2021)**
- 14. The Board may approve an owner removing a tree and replacing it with a similar tree, both actions at the Homeowner's expense. Dead trees will be replaced by the HOA. (1/14/2021)**

(cont'd)

15. Deed Restriction Violation Procedure (3/11/2021)

- **A first notice will serve as a courtesy notice and notify the homeowner of the violation with no cost. This notice may be sent via e-mail or via a phone call. It will state the violations and will give the homeowner 14 days in which to remedy the problem or advise the board of a plan to mitigate the problem.**
- **If, within 14 days of the first notice, the violation is not corrected, the homeowner has not advised the Board of Directors of extenuating circumstances preventing compliance, or time specific arrangements have not been made to complete the repairs, etc., a second notice will remind the homeowner that the violation exists and, if disputed, will notify the homeowner that he has the right to meet with the Board of Directors at the next scheduled Board meeting for the purpose of discussing the violation and levying a fine if deemed appropriate. This notice will be sent by both e-mail and phone. The fine will be \$25 per day with not to exceed \$1000 or \$25 per violation.**
- **If necessary, a third notice will be sent to the homeowner giving them 14 days advance written notice to appear before a fining committee. The committee (appointed by the Board) will consist of three community members - neither Board members nor relatives of Board members. If the committee determines (by majority) that no fine should be imposed, the Board cannot impose a fine. This notice will be sent by certified mail and include a \$25 per day fine for each day a violation remains, up to a maximum of \$1,000 and shall commence 5 days after the meeting. Unpaid fines of \$1000 shall become a lien against the villa.**