

MEMORANDUM

TO: All Brandon Brook Homeowners

FROM: Brandon Brook Board of Directors

RE: Fining Committee Procedures - Revised

DATE: March 24, 2006

PLEASE BE AWARE THAT THIS DOCUMENT HAS BEEN SENT TO ALL BRANDON BROOK HOMEOWNERS -- NO FINE IS BEING LEVIED AGAINST YOU AT THIS TIME. THIS DOCUMENT IS BEING PROVIDED FOR YOUR INFORMATION ONLY.

Please find enclosed (on back) a copy of the new revised Brandon Brook Homeowners' Association, Inc., fining committee procedures which were approved by your Board of Directors. Please file this document with your other important association records.

NOTE: This document supersedes an earlier version mailed to all homeowners on March 14, 2006, so please discard the earlier version.

If you have questions, feel free to contact our management company, McNeil Management Services, Inc, at (813) 571-7100.

BRANDON BROOK HOMEOWNERS' ASSOCIATION
FINING COMMITTEE PROCEDURES
(as of March 24, 2006)

NOTE: An earlier version of this document was mailed to all homeowners on March 14, 2006. Please discard that earlier version, as this version is now in effect.

According to the Brandon Brook Homeowners' Association Inc governing documents, Article VI, Section 10, the Homeowners' Association is allowed to impose fines for violations of the Use Restrictions. Below is the procedure for imposing these fines and the related expenses.

When the management company observes a violation during their inspection, they will notify the homeowner by letter requesting the violation be corrected. If the violation has not been corrected upon the next inspection, a second letter will be sent, again requesting the owner correct the violation. If the violation is not corrected upon the next inspection, a certified notice will be sent notifying the homeowner they have 30 days to correct the violation. If the violation is not corrected within the 30-day time frame, the Board will determine if a fine will be imposed.

Any fine shall be imposed by written notice to the OWNER or tenant and signed by an officer of the ASSOCIATION, which will state the violation for which the fine is imposed, the amount of the fine and will specifically state that the OWNER or tenant has the right to contest the fine by delivering written notice to the ASSOCIATION within 14 days after receipt of the notice imposing the fine. If the OWNER or tenant timely and properly objects to the fine, the Fines Committee shall conduct a hearing within 30 days after receipt of the OWNER'S or tenant's objection and shall give the OWNER or tenant not less than 14 days written notice of the hearing date. At the hearing, the Fines Committee shall conduct a reasonable inquiry to determine whether the alleged violation in fact occurred and that the fine imposed is appropriate. The OWNER or tenant shall have the right to attend the hearing and produce evidence on his or her behalf. At the hearing, the Fines Committee shall ratify, reduce or eliminate the fine and shall give the OWNER or tenant written notice of its decision. If a fine is levied, the letter will give the OWNER or tenant 15 days to pay.

If the board does impose a fine, the fine will start at \$25.00. If the violation is not corrected by the next inspection 2 weeks later, an additional fine of \$50.00 will be imposed. If the violation is still not corrected by the next inspection date, approximately 2 weeks later, an additional fine of \$75.00 will be imposed, for a total of \$150.00. If by the next inspection, 2 weeks later, the violation is still not corrected a fine of \$150.00 per day will be imposed, until such time as the fine reaches a total of \$1000.00, or the violation is corrected. It is the responsibility of the homeowner to notify the management company, McNeil Management Services, that the violation has been corrected, so the daily fine can be stopped.

If the board is forced to go to outside concerns to collect the fine(s), the owner will be liable for all out-of-pocket expenses as to any collection fees related to the fine(s); including but not limited to, back fees, attorney fees, collection fees or litigation fees. Additionally, interest will accrue at the highest rate allowable by law from the due date until paid. Owners may also be reported to the various credit reporting agencies.