

**PROCESS FOR VIOLATIONS OF THE GOVERNING DOCUMENTS  
OF LELY COUNTRY CLUB PROPERTY OWNERS' ASSOCIATION,  
INC.**

**(CONFORMS TO FLORIDA § 720.305)**

**MAY 1, 2026**

The following process applies to violations of the Lely Country Club Property Owners Association, Inc.'s (the "POA"): (i) Amended and Restated Declaration and General Protective Covenants for Lely Country Club; (ii) the Amended and Restated Declaration of Protective Covenants for Torrey Pines; (iii) the Declaration of Restrictions and Covenants for Muirfield; (iv) the Declaration of Protective Covenants Lely Country Club – Palmetto Dunes; (v) its Bylaws; and (vi) the rules and regulations promulgated by the board of directors (the "Board") of the POA from time to time (collectively, the "POA Governing Documents"). The President of the Board shall appoint a "Compliance Chairman" from the Board Of Directors, who will in turn appoint a Hearing Committee Chairman, who will then select a committee of at least two (2) members, none of whom are officers, directors, or employees of the POA, nor the spouse, brother, or sister of an officer, director, or employee of the POA (or spouses, parents, children, or siblings thereof). The Hearing Committee shall conduct all hearings held in accordance with the Compliance Process.

A member who fails to comply with the POA Governing Documents may be subject to disciplinary action, in accordance with the following process (**the "Compliance Process"**):

1. A member or employee may make a verbal or written complaint to the Community Association Manager (CAM) concerning any instance of non-compliance by a member. The identity of the complainant and the member against whom the complaint has been made shall remain confidential, to the extent permitted by Florida law.
2. Upon receipt of the complaint, the CAM will make an initial assessment as to the validity of the complaint. The initial assessment will be made as soon as possible once the complaint has been made. Once complete, the CAM will refer the complaint to the Board Compliance Chairman.
3. If the Board Compliance Chairman deems the complaint valid and a violation of the POA Governing Documents, he/she shall send the member written notice of the violation via our CAM (the "First Violation Notice") containing the following:
  - (i) a description of the alleged violation.
  - (ii) a statement of the relevant provision of the POA Governing Documents which was violated.
  - (iii) the specific action needed to cure the violation.
  - (iv) the date that the violation must be cured by (usually fifteen (15) days from the date of the First Violation Notice) but may vary depending on the violation and whether the member is out of town.
  - (v) a statement that continued non-compliance will result in referral of the matter to the entire Board for action, which could include suspension of member privileges and/or the imposition of fines.
  - (vi) a copy of this Compliance Process may be included with the First Violation Notice; and

- (vii) the First Violation Notice and any written responses from the member will be placed in the member's file.
- 4. If the member fails to timely correct the non-compliance pursuant to Step (iii) above, the Board Compliance Chairman will refer the matter to the entire Board. The Board is responsible for levying fines and suspensions and determining the amount of the fine (\$100 per day not to exceed \$1,000 in the aggregate per violation) for each specific violation.
- 5. The Board will hold a duly noticed meeting to vote on whether to impose a suspension and/or a fine against a member and the amount to be levied and/or length of the suspension. The suspension and/or fine is not considered valid and enforceable until the Board provides the member with a minimum of fourteen (14) days' written notice that the Board has voted to impose a suspension and/or fine against the member and the member has the opportunity to be heard before the Compliance Hearing Committee. The notice will state the Compliance Committee's hearing date, time and place and the reason for the hearing, as well as the member's right to attend the hearing via telephone or other electronic means (the "Second Violation Notice"). The amount of the fine purposed by the Board will be included in the "Second Violation Notice".
- 6. The hearing is held via electronically and/or in person (on a date which is not sooner than fourteen (14) days or later than ninety (90) days after the date of the Second Violation Notice. The role of the Compliance Hearing Committee is limited to determining whether to confirm or reject the suspension and/or fine levied by the Board. The Committee shall have the authority to review all pertinent information regarding a member's violation(s), hear witnesses and determine whether the Board acted reasonably in imposing the suspension and/or assessing the fine.
- 7. The decision of the Compliance Hearing Committee is final. If the Compliance Hearing Committee does not approve the suspension and/or fine by a majority vote, the suspension and/or fine may not be imposed. The Compliance Hearing Committee shall notify the "Compliance Chairman" from the Board of Directors who will, in turn, notify the CAM. The Cam will send the notice to the member, not later than seven (7) days after the date of the hearing, of the Committee's decision (the "Notice of the Compliance Hearing Committee's Decision") containing the following:
  - (i) a description of the violation.
  - (ii) the Compliance Hearing Committee's decision.
  - (iii) how the member may cure the violation; and
  - (iv) if a fine is imposed, the date in which the fine shall be paid to the POA by the member (no later than thirty 30 days from the date of the Notice of the Compliance Hearing Committee's Decision).

***The goal of this Compliance Process is to achieve compliance with the POA Governing Documents. The guiding principle is to achieve compliance voluntarily rather than through the imposition of punitive measures. These guidelines may be adjusted if there are changes to State Statutes.***