

MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, Florida 34293

HEARING COMMITTEE

Purpose:

The purpose of the Hearing Committee is to review cases of unresolved violations of or non-compliance with the Association's Declaration, Bylaws, and/or Rules and Regulations when requested by the Board. The Committee will conduct a hearing of the case and determine if the imposition of a fine or suspension from use of common elements is warranted.

Structure:

The Hearing Committee shall be comprised of 3 members including the Chair. All committee members must be unit owners who are neither Board members nor persons residing in a Board member's household. The Board shall appoint the Chair and the other committee members. Initially, 2 of the 3 members shall be appointed for a 1-year term; the remaining 1 member shall be appointed for a 2-year term. Thereafter all new members shall be appointed for a 2-year term. Any committee member appointed to complete another person's term will serve for the remainder of that term.

Responsibilities & Duties:

1. Review cases of unresolved violation and non-compliance that have been referred to the committee by the Board.
2. Collect information pertinent to the violation/non-compliance issue.
3. Maintain written documentation of all information collected including dates, times, people involved, and detailed notes of findings.
4. Convene a hearing to review all pertinent information and determine if a fine or suspension should be levied or imposed.
 - a. Provide a minimum of 14 days written notice to the unit owner and, if applicable, its occupant, licensee, or invitee.
 - b. Invite all knowledgeable parties to attend the hearing.
 - c. Review all pertinent information during the hearing, including statements from the unit owner and any witnesses who can provide additional relevant information.
 - d. At the conclusion of the hearing, the committee will meet in closed session to review all written and verbal input and to determine via committee vote whether a fine and/or suspension is warranted. A majority of 3 committee members must vote affirmatively to agree to a fine and/or suspension, or such action may not be taken by the Board.

5. Submit a written report to the Board on each case reviewed, including a summary of findings, committee action(s) taken, and the committee's decision whether or not a fine and/or suspension is warranted.

Meeting Notice:

This committee will meet and conduct its affairs in accordance with Florida Statutes, as described above.