

# Lakeside Green Homeowners Association #9, Inc.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

**www.seabreezecms.com**

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June 19, 2022

**Re:** Violation Procedure and Association Communication Email/Text Options

Dear Homeowners,

Your Board of Directors (BOD) would like to make you aware of our violation procedures. The 2021 version of Florida Statute 720.305 clarifies the requirements to levy fines for violations as well as the rights of homeowners. **This letter is for your information only and is not an indication of a property violation.** It provides a step-by step guide to the entire process of how violations and fines are imposed and processed.

The intent to levy fines for violations is to preserve and improve the appearance of Canterbury Estates. Upon home purchase into this Community, you became a member of the Homeowners Association and agreed to abide by our governing documents (*Declaration of Restrictions for Lakeside Green – Plat No. 9 and Canterbury Estates Architectural Standards “Blue Book”*). Please also note that it is never the intent of the BOD to generate income for our Community through fines. The BOD would much prefer that the homeowner cures a violation before a fine is imposed.

- 1. Inspections:** Visual inspection of the exterior of homes is performed weekly by the Property Manager (PM) and periodically by the BOD for conformance to our governing documents. Homes observed with nonconforming issues are recorded as violations. *Note: If other members of the Homeowners Association observe an issue, they can also report a potential violation to the BOD and PM. The issue would then be inspected to verify if the issue should be recorded as a violation.*
- 2. Courtesy Letter:** Homeowners having properties with one or more violations will first receive a Courtesy Letter (one letter for each violation). Upon receipt of the Courtesy Letter, the homeowner should **immediately** take steps to cure the violation. Your BOD realizes that some violations are more readily cured than others. Therefore, for violations that require a contractor and/or an approved Architectural Application, homeowners should submit their Architectural Application as soon as possible to the Architectural Committee and contact the PM to explain why more time is needed, when the work will commence and be completed. The fact that this may be a big job (such as painting the home, replacing a roof, etc.) is not an excuse to take many months to cure the violation! **It is the responsibility of the homeowner to notify the PM that a violation has been cured!**
- 3. Reinspection:** Prior to any fine being imposed, the PM, and at times the BOD, will reinspect all properties previously found to be in violation, including properties in which the homeowner notified the PM that the violation has been cured. Please be aware that even if the homeowner feels the violation has been cured, if it is not cured satisfactorily, the homeowner is still subject to fine!
- 4. Vote of the BOD:** The Florida Statutes requires that the BOD vote at a Board Meeting as to whether the homeowner should receive a fine for a recorded violation and to begin the fining procedure. This is done on an issue-by-issue basis.
- 5. Notice of Intent to Fine Letter:** For those violations that have not been cured properly and the BOD voted to issue a fine, an Intent to Fine Letter will be sent to the homeowner. This letter will include the date, time and location to appear before the Fining Committee for the homeowner to appeal the pending fine. **FL Statute 720.305 requires that the Intent to Fine Letter be sent a minimum of fourteen (14) days prior to the Fining Committee hearing.**

In the past, the Fining Committee was able to work with the homeowner as to the timeframe to cure violations. However, the revised Florida Statutes now limits the role of the committee to only deciding whether the fine is justified or not. The decision of the Fining Committee is final and may not be overruled by the BOD, nor does the homeowner have any further rights to an appeal after the Fine Hearing.

Should a homeowner not attend the assigned Fining Committee Hearing to appeal their fine, the Fining Committee will have no choice but to uphold the decision to fine. Verbal appeals are not accepted, except at an official committee hearing. If you wish to appeal but are unable to attend the hearing, or if you intend to have legal counsel present at the official hearing, please contact the Fining Committee via the PM at the above mailing address or email [office@seabreezecms.com](mailto:office@seabreezecms.com). All requests must be written and received **at least five (5) business days** prior to the hearing date.

- 6. Imposition of Fine:** Once the entire process described above is completed, violations that are uncured and upheld by the Fining Committee are then subject to an Imposition of Fine. Florida Statutes allow for a fine of up to \$100.00 per day for each uncured violation up to a maximum of \$1000.00. The fine payment is due 5 days after Notice of the approved fine is provided to the owner. The commencement of the fine starts at the time the Courtesy Letter is mailed (not upon receipt!). If not paid, homeowners with fines of \$1000.00 or more are subject to a lien against their property.

#### **Helpful Tips & Additional Information**

- **PM Contact Info:** Contact at 561-626-0917, via email: [office@seabreezecms.com](mailto:office@seabreezecms.com), or the mailing address at the top of this letter. Please include your name, the community (Lakeside Green HOA #9), your street address and your contact information (i.e., phone, email) as to how best to contact you.
- **Architectural Application Forms:** Download from your Community Page at <https://seabreezecms.com/lakeside-green-hoa-no-9> which has been copied from the back of your Blue Book or request from Sea Breeze. Submit completed forms to Sea Breeze who gives it to the Architectural Committee members. Please do not knock-on committee member's doors or leave information with them unless Sea Breeze instructs such.
- If you have questions about a violation, please contact Sea Breeze.
- **Communication Options:** The Board of Directors strongly encourages owners to register your email address and phone numbers with Sea Breeze so you can receive important communications and Meeting Notices via email and/or phone text messages. Currently, of the 76 residences: 9 do not have an email address listed in their contact information; only 23 are registered to receive Notices via email. Therefore, 53 residences receive Notices via mail.
- **Owner Websites:** Owners have access to the Community Page website and the TOPS One Owners Portal website through the Sea Breeze website. The Community Page is our public website where one can view frequently requested forms and documents such as the Blue Book and Architectural Change Forms. The Owners Portal provides instant, secure access to your account at any time, allowing you to view your account, make payments and/or set up ACH, update contact information, download Community documents and more. We encourage all owners to use the Owners Portal. If you do not already have access to it, please contact Sea Breeze at 561-626-0917 or [office@seabreezecms.com](mailto:office@seabreezecms.com) so you can receive an email invite with a link to set up your account. The websites can be found at <https://seabreezecms.com/lakeside-green-hoa-no-9>.

Should you have any questions, please contact Sea Breeze at 561-626-0917 or [office@seabreezecms.com](mailto:office@seabreezecms.com).

Sincerely,  
Your Board of Directors of Canterbury Estates  
Lakeside Green Homeowners Association No. 9, Inc.

Encl. Written Consent to Receive Official Notices by Electronic Transmission.

# Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard  
Palm Beach Gardens, FL 33410  
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## Written Consent to Receive Official Notices by Electronic Transmission

I, \_\_\_\_\_, as an owner of the following property  
(*print name*)

Community Name: \_\_\_\_\_

Community Address: \_\_\_\_\_

and on behalf of all the owners of the property hereby provide Written Consent to receive all Official Notices from the Association by Electronic Transmission to the following email address.

Email Address: \_\_\_\_\_

NOTE: I understand that I am responsible to ensure such Electronic Transmissions are not blocked by a spam filter or other type of filter. I further understand that notwithstanding such opt-in the Association may, from time to time, still provide notices to me via U.S. mail at my official mailing address maintained with the Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Update Form

**If you do NOT want to opt in as per above, but would like to access the Owner Access Tops Portal to view your account, make payments, set up ACH, update contact information, view work orders, view violations, download Community documents and receive Community bulk emails please provide your information below.**

Community Name & Your Unit Address: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Please provide the best number to contact you if any issues come up, or we need to reach out to you.

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Comments: \_\_\_\_\_

Is the name and address listed on the label correct? If not please state changes below.

Owner Name: \_\_\_\_\_

Community Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date