

**COLLECTION PROTOCOL**  
**for**  
**YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS ASSOCIATION, INC.**

**DATED: April 7, 2022**

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At a meeting of the Board of Directors of YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS ASSOCIATION, INC., (hereinafter the "Association") held on the 7th day of April, 2022, the following resolution was adopted:

WHEREAS, the Board of Directors is desirous of adopting a Collection Protocol as hereinafter set forth;

RESOLVED, that the Board of Directors of the Association, pursuant to said provisions of the Declaration, Articles and the By-Laws, hereby adopts the following procedure for the collection of assessments, whether such assessments be monthly maintenance assessments or special assessments, in the event that payment for an Owner's assessment is not received when due:

1. The Association's monthly Maintenance Assessments are due on the first day of each quarter and considered late if not received on or before the 15<sup>th</sup> day of each quarter. If an Owner's monthly Maintenance Assessment is not received by the Association by the 15<sup>th</sup> day of each quarter, or in the event of a special assessment, if an Owner's special assessment is not received by the Association by the 15<sup>th</sup> day of the special assessment's due date, the Association through its financial management company, shall provide written notice to the Owner of their delinquency and advise the Owner that if payment in full is not received prior to end of the month, interest and a late fee shall accrue pursuant to the Association's organization documents.
2. If no response to the Association's financial management company's letter is received prior to the end of the month, the Association's financial management company shall send a second letter to the Owner stating that if the balance is not paid in full within 15 days, the account shall be turned over to the Association's attorney for collection.
3. If no response to the Association's financial management company's second letter is received prior to the 15<sup>th</sup> day from mailing, the Association shall forward the delinquent Owner's account to the Association's attorney. The Association's attorney shall then provide a collection letter to the Owner allowing the Owner forty-five (45) days to pay the delinquency, including all attorney's fees and late fees accrued in the collection of such Assessment obligations.

3. If there is no response to the attorney's letter in the Forty-Five (45) days as specified in the collection letter, the attorney shall file a Claim of Lien in the Public Records of Broward County, Florida, and the Owner shall receive a forty-five (45) day notice of the Association's intention to foreclose its lien which shall include a detailed claim setting forth all past due assessments and collection costs due and owing (including late penalties and interest, if applicable).

4. Once the forty-five (45) day notice of intent to foreclose period has expired, the Association's attorney shall be authorized to commence preparation of a title search, and issue a letter to the Association setting forth the record title owner of the Unit, a list of the encumbrances to the title of the Unit, and may include a recommendation to foreclose the Association's lien. Upon receipt of the attorney's letter, the Association may proceed with a foreclosure action against the Owner in the Circuit Court in and for Broward County, Florida, or, may forego filing a foreclosure action and file an action in the County Court in and for Broward County, Florida, to obtain a money judgment against the Owner.

6. The Association's attorney is hereby authorized to accept settlement of any delinquency so long as such payment of the delinquent amount includes a 25% down payment and is paid in full within six (6) months, by six equal payments, from date of settlement and the Owner agrees to keep current all current and future Maintenance Assessments as they come due.

NOW THEREFORE, we the undersigned, being the duly authorized officers of YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS ASSOCIATION, INC. do hereby subscribe and execute this Resolution and confirm that the above is a true and correct copy of the Resolution adopted by the Board of Directors of YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS ASSOCIATION, INC., on April 7, 2022, together with the Minutes concerning such Resolution.

[EXECUTION OF THIS RESOLUTION OCCURS ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, we have hereunto affixed our hands and the seal of the Corporation, this 7th day of April, 2022, in Coral Springs, Broward County, Florida.

YARDELY ESTATES AT CORAL SPRINGS  
HOEMOWNERS ASSOCIATION, INC.

By: [Signature]  
S. Steinbaum, President

By: [Signature]  
TOMAS LYNCH, Secretary

STATE OF FLORIDA     )  
  )  
COUNTY OF BROWARD )

BEFORE ME, the foregoing instrument was acknowledged this 7th day of April, 2022, by STEVEN STEINBAUM, the President and TOMAS LYNCH, Secretary of YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS ASSOCIATION, INC., a Florida corporation, who are personally known to me or produced their Florida Drivers Licenses as identification.

My Commission Expires:

[Signature]  
Notary Public, State of Florida  
Print Name



Violations Resolution  
for  
Yardley Estates at Coral Springs Homeowners' Association, Inc.  
Dated: April 7, 2022

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At a meeting of the Board of Directors of Yardley Estates at Coral Springs Homeowners' Association, Inc., (hereinafter the "Association") held on the 7<sup>th</sup> day of April, 2022, the following resolution was adopted:

WHEREAS, the Board of Directors is desirous of adopting a policy for prosecuting the violation of the Association's organizational documents, rules and regulations;


RESOLVED, that the Board of Directors of the Association, pursuant to said provisions of the Association's organizational documents, hereby adopts the Violation Protocol attached hereto as Exhibit A.

NOW THEREFORE, we the undersigned, being the duly authorized officers of Yardley Estates at Coral Springs Homeowners' Association, Inc., do hereby subscribe and execute this Resolution and confirm that the above is a true and correct copy of the Resolution adopted by the Board of Directors of Yardley Estates at Coral Springs Homeowners' Association, Inc., on April 7, 2022, together with the Minutes concerning such Resolution.


IN WITNESS WHEREOF, we have hereunto affixed our hands and the seal of the Corporation, this 7th day of April, 2022, in Coral Springs, Broward County, Florida.

YARDLEY ESTATES AT CORAL SPRINGS  
HOMEOWNERS' ASSOCIATION, INC.

By:

  
Name: Stacy Steinbaum  
Title: President

By:

  
Name: TOMAS LYNCH  
Title: Secretary

**EXHIBIT A**  
**YARDLEY ESTATES AT CORAL SPRINGS HOMEOWNERS' ASSOCIATION, INC.**  
**VIOLATIONS PROTOCOL**

All members of Yardley Estates at Coral Springs Homeowners Association, Inc. (the "Association") shall follow the rules and regulations as contained in the Declaration of Restrictive Covenants and as promulgated by the Board of Directors from time to time. Additionally, all members shall be responsible for any violations of the same by their tenants, guests, invitees and contractors while entering, leaving or existing on Association grounds and properties within the Association.

Violation of any such rules shall result in the Association transmitting a Notice of Non-Compliance, the form of which is attached hereto as Schedule 1.

Should the non-compliant owner come into compliance within the time period allotted by the Notice of Non-Compliance, the owner shall submit to management a Notice of Compliance, the form of which is attached hereto as Schedule II.

In the event that the non-compliant owner fails to come into compliance within the time period allotted by the Notice of Non-Compliance, the Association shall issue a Second Notice of Non-Compliance, the form of which is attached hereto as Schedule III.

In the event that the non-compliant owner fails to come into compliance within the time period allotted by the Second Notice of Non-Compliance, the Association shall issue a Notice of Violation, the form of which is attached hereto as Schedule IV. This Notice of Violation shall be transmitted to the non-compliant owner no less than 14 days prior to the date of a hearing before the Fine Committee.

The Fine Committee shall consist of no less than three members of the Association who are not on the board of directors or are related to any of the members of the board of directors. The Fine Committee shall hear the charges against the non-compliant owner and the non-compliant owner's defense. After hearing all necessary testimony, the Fine Committee shall determine whether to levy the fine established by the board of directors.

All fines and compliance timelines shall be established by the board of directors from time to time.

In the event the Fine Committee levies the fine brought by the board of directors, the Association shall notify the non-compliant owner in writing that the fine has been levied and payment of the fine is due within five days of the hearing date. A form of this Notice of Fine is attached hereto as Schedule V.

Schedule I  
NOTICE OF NON-COMPLIANCE

Date:  
Name:  
Address:

Re: Notice of Non-Compliance

Dear Owner:

We believe that the owners of tenants in our community share the common goal to preserve our property values and safety. In order to do so, we must adhere to the rules and regulations of our community. We write to bring an issue of non-compliance with these rules and regulations to your attention.

Pursuant to \_\_\_\_\_ of our community's \_\_\_\_\_, you are obligated to \_\_\_\_\_. A review of your property indicates that you have not done so.

We are hopeful that this is merely an oversight and that this issue may be resolved in short order. We ask that you remedy this issue and then complete and submit to management the attached Notice of Compliance within the coming \_\_\_\_ days.

The Association will be by your property at the end of the \_\_\_\_ days to reinspect. In the event that the Notice of Compliance is not received by management and/or the remedial work is not completed to the Association's satisfaction, the Association will be forced to proceed with its Violations Protocol.

The Association's Declaration of Restrictive Covenants, organizational documents, rules, regulations and protocols are all available to you on the internet at [www.yardleystates.com](http://www.yardleystates.com).

Respectfully,

Yardley Estates at Coral Springs  
Homeowners' Association, Inc.

Schedule II  
NOTICE OF COMPLIANCE

Date:

Name:

Address:

(A) \_\_\_\_\_ I have corrected the violation(s) raised pursuant to the Violations Protocol.

(B) \_\_\_\_\_ I am unable to correct the violation at this point because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(C) \_\_\_\_\_ I have not yet corrected the violation but intend to do so by the following date: \_\_\_\_\_.

\_\_\_\_\_  
Member Signature

Please return this completed form to management at: \_\_\_\_\_

Schedule III  
SECOND NOTICE OF NON-COMPLIANCE

Date:  
Name:  
Address:

Re: Ongoing Non-Compliance

Dear Owner:

The Association has previously notified you that your property is currently non-compliant with the rules of regulations of the Association. The time for remediation has passed and your property has not yet been brought into compliance.

Please accept this second notice in the manner in which it is intended. The Association is not trying to be burdensome but merely attempting to protect our families and property values.

It is necessary that you bring your property into compliance by \_\_\_\_\_ within the coming \_\_\_\_ days. In the event that you are able to do so, please complete the enclosed Notice of Compliance and return it to the management company.

If you are not willing to come into compliance timely, the Association wishes to let you know that the next step in the Violation Protocol is the transmittal of a Notice of Violation which will invite you to a Fine Committee hearing at which point you may be fined for your ongoing non-compliance.

Respectfully,

Yardley Estates at Coral Springs  
Homeowners' Association, Inc.



Schedule IV  
NOTICE OF VIOLATION

Date:  
Name:  
Address:

Re: Notice of Violation and Invitation to Fine Committee Hearing

Dear Owner:

The Association has previously notified you twice that your property is currently non-compliant with the rules of regulations of the Association. The time for remediation has once again passed and your property has not yet been brought into compliance.

The Board of Directors will be asking the Fine Committee to impose a fine against your property in the amount of \$\_\_\_\_. A Fine Committee hearing will be held at the following time and place. You are invited to attend to hear the charges brought against you. You will be permitted to explain your position to the Fine Committee before they render a decision as to whether to impose a fine against your property.

Time:  
Date:  
Location:

If you are able to remediate the non-compliance prior to the date of the Fine Committee hearing, the hearing will be cancelled. Please complete and submit the Notice of Compliance to management in order to request a re-inspection prior to the hearing.

In the event that a fine is imposed against your property, you will receive written notice of the same and the fine will be due and payable five days from the hearing.

Respectfully,

Yardley Estates at Coral Springs  
Homeowners' Association, Inc.

Schedule IV  
NOTICE OF VIOLATION

Date:  
Name:  
Address:

Re: Notice of Violation and Invitation to Fine Committee Hearing

Dear Owner:

On \_\_\_\_\_, the Fine Committee met to hear evidence on your non-compliance. At that hearing, the Fine Committee, after hearing all presented evidence opted to:

\_\_\_\_\_ Impose a fine against your property in the amount of \$\_\_\_\_\_.

\_\_\_\_\_ Forego fining your property.

In the event that your property has been fined, your fine is due and payable on the fifth day from the hearing date.

Respectfully,

Yardley Estates at Coral Springs  
Homeowners' Association, Inc.