

# Starlight Cove HOA Violations Procedure

Violations may be observed within the community of Starlight Cove. If you believe that a violation exists, please proceed with the following steps. Thank you.

1. When a violation to the community's current Declaration of Covenants, Restrictions and Easements is observed, please complete the HOA Violation Form: <http://www.starlightboynton.com/community-forms.html>.
2. The completed Violation HOA Form must be submitted either to First Service Residential or directly to the Violations Committee for review. While not required, a photograph of the violation may be submitted with the respective form. *(Please note: While photos may be helpful, these are to be taken at your own risk since they may be considered intrusive. Therefore, if concern exists, please do not proceed, and instead allow the Violations Committee to review the completed form and proceed with inspection surrounding the observed violation. Thank you.)*
3. If the violation is verified and cited, the community's violation process will proceed accordingly.
4. If you have any questions, please contact Associa Association Services:

<b>Email:</b>	carlos.garcia-menocal@associaflorida.com
<b>Mailing Address:</b>	10112 USA Today Way, Miramar, FL 33025
<b>Office Phone:</b>	954-922-3514

Contact Starlight Cove Violations Committee and email Violation HOA Form:

[ViolationCommitteeStarlight@gmail.com](mailto:ViolationCommitteeStarlight@gmail.com)

## FAQs Regarding our New Violation Procedure

You may have questions regarding the violation procedure that the Board of Directors recently adopted in Starlight Cove. In an effort to help answer some of the most common questions that we have been asked, we have created these Frequently Asked Questions to help outline and clarify the new procedure.

### 1. What are Covenants?

Covenants serve as a contract between individual homeowners and the rest of the association members with the explicit purpose of fostering and maintaining the best possible living environment for the well-being of all homeowners and to protect our property values. The Covenants were agreed upon purchase of your home. If you have any questions regarding the covenants, please do not hesitate to contact our [management company](#).

### 2. Where can I review our Covenants?

[Declaration of Covenants, Restricts and Easements with Amendments](#)  
[Abbreviated List of Some Common Rules, Regulations and Guidelines](#)

### **3. What is a violation?**

A violation is a nonconformance to the Covenants of the community. Any time the Covenants are violated, a violation can exist.

### **4. Who can initiate a violation?**

Any member or resident of the community, the Property Manager, and Board of Directors can initiate a violation using the form provided on our [website](#). Violations can be identified by many sources, Board Members, the management company directly, the committee or an affected homeowners. Every homeowner is afforded the opportunity to contact the management company if they think a violation exists in the community. We are all here working together to help uphold the rules governing our community and make Starlight Cove a better place.

### **5. What is the Violation Committee?**

The Architectural Review Board or ARC Committee oversees architectural changes. For instance, if a homeowner seeks to replace their mailbox, the homeowner submits a form to the ARC Committee who will review the replacement request to see if it meets the community's architectural rules, regulations and Covenants. If it does, the ARC committee approves the request. So much like ARC Committee, the Violation Committee is also a review board that objectively reviews a form and assesses a possible nonconformity said to be in violation to our Covenants. They are tasked with objectively and impartially validating whether or not a violation exists; that is, the committee must determine if a violation exists respect the explicit language in our rules, regulations and Covenants. The property manager exercises final review and submits the notice of non-conformity to the homeowner.

### **6. How does this differ from the Fining Committee?**

The Fining Committee is to hold an objective and impartial hearing to approve or disapprove a fine levied by the board after a 3rd violation letter is sent (effective 2015 per Florida Statutes). Like the Violations Committee, the Fining Committee are tasked with upholding whether the violation exists with respect to our rules, regulations and Covenants. If the appropriate steps have been taken and the violation is too validated and the fine agreed, they will approve the fine. (Please see below for additional info)

### **7. Why does Starlight Cove have a Violation Committee?**

- Checks and Balance that provides proper documentation identifying and recording the violation and procedure from the first notice or until the third.
- Increased impartiality and limit in bias by involving a review panel that must agree unanimously with regards to the violation objectively when and if one exists.
- To help prevent overregulation so that violations are enforced with high fairness and scrutiny.
- To help prevent disparity in enforcement that encompasses a holistic review of certain violations both fairly and thoroughly throughout the community.
- To help utilize the property management companies for other important areas that are otherwise not easily addressed through use of a committee.
- Please NOTE: A key to the committee's success is privacy. They are volunteering to serve you, the homeowner, and should never be placed at risk of retribution.

**8. How is a violation issued?**

A collaboration effort exists involving the property management company, board of directors and violation committee. Once reviewed and validated by the committee, the property manager exercises final review and submits the notice of non-conformity to the homeowner. Board members and the committee are notified of the violation issuance.

**9. I was received a violation letter, now what do I do?**

Please follow the instructions to remedy the nonconformance. If the violation is unclear, please do not hesitate to contact the [property management company](#). If you for any reason do have any question regarding the notice or do not believe the violation was incorrectly sent, please contact the [property management company](#).

**10. The process was not previously implemented, why now?**

While it may not have *always* been done this way, collectively it has been discussed, procedure reviewed, and ratified as an appropriate and effective means of handling violations without overburdening the property management company and board of directors with the numerous other important tasks that exist. It is important to welcome change with an open mind and not forget our number one priority is to help serve you and keep Starlight Cove a wonderful place to live.

**11. These do not answer my question(s), who do I contact?**

Please contact the [property management company](#) to assist you further. Thank you!