

FINED BY YOUR CONDO OR HOA?

DO THESE 3 THINGS BEFORE YOU PAY

A board vote may not complete the legal process. Use this Florida-focused checklist to protect your deadline, gather the paperwork and prepare for the hearing.

FIRST, SAVE EVERYTHING

Keep the envelope, notice, emails and delivery dates. Deadlines matter.

1

DO NOT IGNORE IT

- ☐ Write down the date you received the notice.
- ☐ Confirm the hearing date, time, place and access details.
- ☐ Note the alleged violation, dates, fine amount and cure requested.
- ☐ If the notice is unclear, request clarification in writing.

2

ASK FOR THE PAPERWORK

- ☐ The exact rule or governing-document provision allegedly violated.
- ☐ The board agenda, motion, vote and approved meeting minutes.
- ☐ The association's fining policy and the amount proposed.
- ☐ The names of the committee members and how they were appointed.

3

PREPARE FOR THE HEARING

- ☐ Build a short timeline of what happened.
- ☐ Bring photos, emails, passes, logs, witnesses or other proof.
- ☐ Explain the facts calmly and ask that your evidence be included.
- ☐ Request the committee's written decision and payment deadline.

BEFORE YOU PAY, VERIFY THE PROCESS

A violation may be real and the fine may still have a procedural problem.

- ☐ The association identified the rule or document provision it says was violated.
- ☐ The board levied the proposed fine before the committee reviewed it.
- ☐ You received at least 14 days' written notice and an opportunity for a hearing.
- ☐ The hearing committee had at least three eligible, board-appointed members.
- ☐ The committee confirmed or rejected the proposed fine, it did not rewrite the amount.
- ☐ You received written notice of the result and the correct payment date.

CONDO VS. HOA: SAME HEARING, DIFFERENT STAKES

FLORIDA CONDOMINIUM	FLORIDA HOA
Fine generally cannot exceed \$100 per violation or \$1,000 total.	Fine generally cannot exceed \$100 per violation or \$1,000 total, unless the governing documents provide otherwise.
A fine cannot become a lien against the unit.	A fine of less than \$1,000 may not become a lien. At \$1,000 or more, lien risk may become possible, subject to other legal requirements.
If approved, payment is due 5 days after notice of the approved fine.	The committee's payment date must be at least 30 days after delivery of its written post-hearing notice.

CALL A FLORIDA COMMUNITY-ASSOCIATION ATTORNEY PROMPTLY IF:

The notice involves a lien, foreclosure threat, lawsuit, collection demand, fast-approaching deadline, repeated daily fine or facts you cannot safely evaluate on your own.

THE BOTTOM LINE

Do not assume the fine is valid because the violation happened. The association still has to follow the process required by current law and its governing documents.

Need legal advice? Contact Glazer & Sachs:
954-983-1112 or by email: info@glazersachs.com

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EDUCATIONAL INFORMATION ONLY. This checklist is not legal advice. Laws change, and rights depend on current statutes, governing documents and specific facts. Consult a qualified Florida attorney about your situation.