

Huntington Pointe III

2021 HP3 RULES & REGULATIONS



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PREFACE

Welcome to Huntington Pointe III Association, Inc., a/k/a Phase III.

Before you begin to read this publication stating the basic updated rules and regulations of our community, we want to share the following definitions, abbreviations, and acronyms:

HP	Huntington Pointe, the community as a whole
HPA	Huntington Pointe Association, Inc., the Master Association
Phase	The sub-section in which a unit is located.
Phase III	Huntington Pointe III Association, Inc.
BOD	Board of Directors
Resident	An owner or renter spouse, family member, significant other, domestic partner, or renter at Phase III
Non-Resident	Visitor or Houseguest
Unit Owner	An owner of a Unit
Unit	Dwelling unit in which residents reside
Club	A local association specific to HP
Organization	A nationally established association such as Hadassah, ORT America, PAP, the American Contract Bridge League (ACBL), etc. with an HP chapter

Phase III is a condominium complex with 216 Units and needs to have a set of Rules and Regulations (as outlined in the documents) and a structure in place to see that those rules are observed. Many people purchase in our community because of such a set of regulations.

Failure of Unit Owners, their renters, or guests to comply with these Phase III rules and regulations or the governing documents may force Phase III to impose penalties on the Unit Owner and/or such individuals to address the violation(s). Unit Owners are also responsible for the behavior and actions of their personal invitees or licensees including employees, care givers, cleaning services, support services, and other agents (including vendors - repair people etc.). See Chapter 4, Violations and Fines for more information.

All Unit Owners are entitled to one hard copy or file of these Phase III Rules and Regulations. Additional copies will be available at a cost to be determined by the Phase III BOD.

These Rules and Regulations may be revised by the Phase III BOD at any time.

The HPA (Master Association) also has its own set of Rules and Regulations with which each Phase III resident should also be familiar.

CHAPTER 1

PHASE III RULES AND REGULATIONS OVERVIEW

GENERAL INFORMATION

The definitions contained in the Phase III Declaration of Condominium, Bylaws and Articles of Incorporation are also incorporated herein as part of these Rules and Regulations.

The Rules and Regulations contained in this document are applicable to ALL Phase III unit owners, renters, and guests, as well as their invitees and licensees.

Unit Owners should further refer to the "Occupancy and Use Restrictions" contained in Article 17 of the Phase III Declaration of Condominium which are binding on all owners, renters, and guests, as well as their invitees and licensees.

The HPA Rules and Regulations govern the use of all the common areas including but not limited to the lakes, canals, roadways, and the recreational facilities including permitted hours, guest rules, safety and sanitary provisions, and all other pertinent matters will be in accordance with regulations adopted from time to time by HPA and posted in the Clubhouse, on the website, and published in The Lifestyle.

MANAGEMENT COMPANY

HPA, Phase III and the other three Phases have a Management Company, and that company provides us with the Property Manager (also known as the General Manager) for HPA, our Phase Manager, the custodial staff, and the maintenance staff. None of these people work directly for Phase III or HPA.

As a community, we rely on one another to assist and support Phase III in promoting compliance with these Rules and Regulations. It is incumbent upon each of us to report infractions, with as much information as possible, to the Phase Manager.

No resident will request or cause any employee of the Management Company to conduct any private business during working hours (except when previously approved in writing by HPA and/or Phase III, as applicable).

All accidents on Phase III premises must be reported immediately to the Phase Manager or their designee at that time. Accident information must be documented.

MASTER ASSOCIATION VERSUS PHASES

There are five business entities at HP – Huntington Pointe Association (HPA), the master association, and four residential phases (Phases I, II, III and IV).

The even number phases are apartments and the odd number phases are villas. North Oriole Boulevard (the road between our two entrances) splits the community. This is visible in the centerfold of our HP phone book. Phase I is the villas south of North Oriole and Phase II is the apartments south of North Oriole. Phase III is the villas north of North Oriole and Phase IV is the apartments north of North Oriole.

The four phases are separate business entities. Each phase is concerned with its own Units and associated issues. Each has its own Board of Directors (BOD), its own budgets, its own bank accounts. Each has its own maintenance billing, and each sets its own maintenance fees. The two villa phases have commonalities, and the two apartment phases have commonalities: for example, the villas deal with gutters and the apartments deal with elevators.

HPA is the Master Association. There are no Units associated with HPA. It governs all the common areas such as the Clubhouse, landscaping, pools, sporting venues, roadways, lakes, security guard service, etc.

ELECTIONS

Phase III elects its own five-member BOD. Directors' terms are for two years; terms are intended to be staggered so that all terms do not terminate at the same time.

The annual election of directors for Phase III is usually held in March. Completed ballots can be mailed in or brought to the Clubhouse. However, no Board member or candidate seeking office can complete, aid in the completion of or submit a ballot other than that belonging to their own unit. Unit owners may help neighbors or friends with their ballot and/or submission, if needed. If further assistance is needed the assistance of Management should be sought. Only Unit Owners (one vote per unit) from Phase III may vote in the Phase III election for directors; renters do not have this privilege. The Phase III BOD then elects from amongst itself three of its five members to serve on the HPA BOD.

RENTERS

A renter may partake in and use all Phase III amenities, if any, unless 1) the use rights to the amenities were explicitly waived in writing by the renter per Florida Statute (F.S.) 718.106(4) or 2) the renter's use rights have been suspended. There shall be no dual use of the amenities by both the Unit Owner and their renter.

A renter has certain limitations:

- A renter does not have a right to attend a Phase III BOD or Unit Owners meeting
- A renter allowed to attend a Phase III meeting does not have any right to speak.

- A renter may not vote on any Phase III matters.
- A renter may not represent a Club or Organization in any way.
- A renter may not hold office in any Club.

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CHAPTER 2

PHASE III

GUESTS AND NON-RESIDENTS

GENERAL INFORMATION

THE FOLLOWING IS GOVERNED BY THE MASTER ASSOCIATION RULES

Residents of Phase III must advise the gatehouse of the arrival of guests and service persons according to instructions currently in practice.

It is incumbent upon the Phase III Unit Owner to assure that their renters and guests are thoroughly aware of all the pertinent rules, regulations, and policies (as per the current Phase Rules and Regulations and its other governing documents). Damages to Common Elements or any other liability incurred by Phase III resulting from the activities of guests/renters or any invitees or licensees of the Unit Owner will be charged to and paid for by the relevant Unit Owner and collected in the same manner from them as an unpaid Assessment.

A visitor or houseguest may use most of the HPA facilities within any restrictions described in these Rules and Regulations, Residents have preference for playing in the card rooms and use of equipment in the Fitness Center.

Visitors or houseguests may bring service or emotional support animals into our community if the animal has been registered with and approved by management beforehand and is in accordance with the terms of reasonable accommodation and in accordance with federal, State and Local law. Service or emotional support animals belonging to a guest will only be allowed in HPA property while the guest requiring the animal is onsite.

GUEST PASS - AUTO

The host of a guest must obtain a guest parking permit for visitors staying more than one day. This pass is available at the front desk in the HPA Clubhouse. The pass will show the name of the owner/renter being visited and the dates (first and last) of the visit.

This pass will allow the guest to enter the community during the dates authorized and to utilize "guest" parking areas (or the host's parking space, if available).

GUEST PASS - VISITOR

A one-day visitor of a Resident may use HP amenities with the Resident in attendance. No guest pass is needed.

GUEST PASS - HOUSEGUEST

A houseguest of a Resident staying longer than one day may also use HP amenities; however, these guests must have a pass which can be obtained by the Resident from the front desk at the HPA Clubhouse. The pass will show the name, address, and telephone number of the Resident, the duration of the stay and the name of the guest. The Resident does not have to accompany a houseguest with a pass, but the guest MUST always carry the pass when on Phase III or HPA grounds.

A visitor or houseguest may use HPA facilities subject to any restrictions described in these Phase III Rules and Regulations, the other Phase III governing documents and the HPA Rules and Regulations. Residents have preference for playing in the card rooms and use of equipment in the Fitness Center.

Visitors and houseguests of Phase III Residents are permitted to purchase tickets to HPA shows and concerts as per the current HPA Rules and Regulations.

The Cafe is open to Phase III visitor or houseguest.

CHAPTER 3

PHASE III RULES AND REGULATIONS DETAILS

GENERAL INFORMATION

Phase III is responsible for the maintenance, repair, and replacement of the Phase III Common Elements (e.g., gutters, building exteriors, etc.) and anything else on Phase III property that is outside the boundaries of each Unit except for certain items that serve only a single Unit such as air conditioning equipment.

The Unit Owner is responsible for everything from the wall board surface, floor surface and ceiling surface inward. This includes windows, the front door and screen enclosures. Unit Owners are also responsible for anything outside their Unit boundaries that serves only their individual Unit, such as air conditioning equipment.

Each Unit Owner must ensure that an authorized representative has possession of or knows what other individual at Huntington Pointe has possession of any key, fob or other device needed to access their Unit, as well as any door lock codes, electronic passcodes, alarm passcodes or other security information associated with the Unit. Any changes to these items must be reported to the Phase Manager's office.

If access is required to a Unit on an emergency basis and the Unit Owner has not provided to all the required items and/or information necessary for access, Phase III and/or the Management Company, shall be authorized to access the Unit at any time and by any means necessary, with the costs incurred in connection therewith being the responsibility of the respective Unit Owner and collectable and enforceable against them the same as an unpaid Assessment. In the absence of an emergency, Phase III and/or the Management Company may enter any Unit at any reasonable hour of the day for the purposes permitted under the terms of F.S. 718.111(5). In such instances, Phase III will initially attempt to coordinate and pre-arrange access with the Resident.

A Resident shall not permit anything to be done or kept in their Unit which will (i) increase the insurance rates on the Unit, the Phase III Common Elements, or any portion of Phase III or HPA; (ii) obstruct or interfere with the rights of other Residents; or (iii) annoy other Residents by unreasonable noises or otherwise. A Resident shall also not commit or permit any nuisance, or illegal act in their Unit, the Phase III Common Elements, or any portion of Phase III or HPA. A Unit Owner is responsible for all acts and omissions of their renters, guests, invitees, and licensees.

Every Residence is entitled to two personalized HP ID cards, even if one person (where both cards are for the same person) or three or more people reside in the unit.

The blowing of an automobile horn should be avoided except in an emergency.

RESIDENTS' RIGHTS/RESTRICTIONS

The recreation areas are solely for the use of residents, their family members, visitors, and houseguests. The use of said facilities is at the sole risk of those involved and not, in any event, at the risk or liability of Phase III. Individuals entering or utilizing any recreational area should carry an HP ID card or a guest pass and MUST present it to HP staff and/or Guard when requested.

Any damage to Phase III property or equipment caused by any Resident, visitor or houseguest, invitee or licensee shall be repaired or replaced at the expense of the Unit Owner which amount shall be recoverable from the Unit Owner and collected from them in the same manner as an unpaid Assessment.

Since the outside of your residence is Phase III property, you may not hang any signs or decorations on the outside of your Unit without written approval from the BOD.

Phase III is a 55 plus community meaning that at least one occupant of the Unit must be at least 55 years of age. However, children under the age of 18 are permitted to reside in a Phase III Unit for a maximum of 60 days per calendar year.

VEHICLES/BICYCLES ETC.

The following rules are in place; however, please note, all emergency vehicles (police, fire, ambulance) are exempt from these stipulations.

All motor vehicles shall be operated on Phase III property or a HP roadway by a Resident, guest, employee (vendor), invitee or licensee of a Resident, or delivery service in a manner consistent with the posted signs designed to provide pedestrian and vehicle safety.

All Resident vehicles in Phase III must have an HP barcode on the rear passenger window. Overnight guests must display a Guest Pass (available at the front desk) on their dashboard.

Resident golf carts are prohibited anywhere on Phase III property. (Please note that Management, landscapers, Security Guards, and other vendors MAY use golf carts.)

No vehicle, personal or commercial, shall at any time be positioned on Phase III or HPA property in such a manner as to impede or prevent (i) ready access to a designated parking space; (ii) ingress and egress of other vehicles or (iii) passage by emergency vehicles.

No bicycles or tricycles are allowed on the shuffleboard, tennis, pickleball, or bocce courts, nor are they allowed in the pool areas. Bicycles and tricycles may only be used on paths or on HP roadways and not anywhere else on Phase III Common Elements. Bicycles and tricycles must be parked in specially provided racks.

No personal articles of any kind, including but not limited to scooters, baby carriages, or similar vehicles or toys, beach chairs, etc. can remain overnight on Phase III Common Elements.

Roller skates, roller blades, and skateboards are not permitted on the grounds of Phase III.

No boats, car carrying trailers, boat trailers, motorcycles, motor scooters, go karts, or motorbikes may enter HP or park or otherwise be on Phase III property.

Light duty half ton pickup trucks with passenger plates can enter HP and Phase III property, but the truck may not display any commercial logo or advertising. Permitted trucks may not have extended beds beyond five feet, seven inches. The maximum allowed truck length is 20 feet. The following are also not allowed: “lifted” trucks, over-sized tires, “duallies” (two back tires per side instead of one), or trucks with any additional equipment fixed to the vehicle (e.g., ladder racks, fuel/water tanks, etc.).

Moving crews, vans, and trucks are permitted in Phase III on Monday – Saturday from 8 AM to 6 PM. No moving in or out can take place on a Sunday or a holiday. PODS and U-Hauls are permitted on site for up to 72 hours. All PODS and U-Hauls in Phase III must be kept in the owner’s driveway. Moving vans and vendor trucks are permitted into the community with prior announcement to the HPA gate.

House trailers, with express permission of the HPA Property Manager, may be parked in the theater side of the Clubhouse parking lot for a maximum of three days. Visitors with pickup trucks must also park in that area.

Phase III has the right to authorize the towing of any vehicle(s) in violation of these Rules and Regulations or any other Phase III governing documents with the costs to be borne by the owner or violator.

Additionally, these rules also apply:

- No outside vendors who perform maintenance, repairs, or washing/detailing of cars/trucks are permitted to do so on HPA property. Exceptions to this rule are AAA and other emergency car services; such vehicles are permitted to provide assistance as needed.
- Residents may wash their personal vehicles at the HP-designated communal car washing area(s). Additionally, residents in Phase III may wash their personal vehicles in their driveways.

- The operation of a motor vehicle over a grassy or landscaped Phase III area is prohibited. No vehicle may be parked on any Phase III grass or landscaped area.
- No vehicles may be parked in a space occupied by bicycle racks.

PARKING

No vehicle may be parked on North Oriole Boulevard, Huntington Pointe Drive, or Royal Vista Drive. On HP roadways where parking is allowed, no parking is permitted between 2 and 6 AM. The clubhouse parking lot or guest parking spaces should be used for overnight parking.

Phase III driveways and garage spaces are for villa owners and their guests only.

For information regarding handicap parking spaces see Vehicles/Bicycles Etc.

Oversized vehicles may be parked in the area to the rear of the theater with permission from the HPA Property Manager.

SAFETY

Grills of the approved size and type may be used in Phase III per the applicable Fire Code.

No Resident in Phase III may use or permit to be brought into the Unit, garage, or storage area any flammable oils or fluids such as gasoline, kerosene, naphtha, benzene, propane, or other explosives or articles deemed hazardous to life, limb, or property.

Residents may not permit anything that will interfere with the rights, comfort, or safety of others. The walkways and entrances in Phase III may not be obstructed or used for any purpose other than entry and exit.

PATIOS

The HPA BOD has created an entire set of rules that cover what owners can and cannot do when erecting a patio in Phase III. That document can be found on-line on our website (www.huntingtonpointe.net under Resident Forms) or in hard (paper) copy at the front desk.

GARBAGE PICKUP

The cost of garbage pickup is included in your property taxes. It is important that garbage pickup rules are followed. You may not dump garbage at another Phase.

Garbage Rules for Phase III

Garbage will only be accepted in the provided garbage cans or recycle bins from the sanitation company.

- Trash bins (garbage cans and/or recycle bins) may be placed outside for curbside pickup no earlier than the night before trash pickup and must be returned inside the garage no later than sunset on the day of trash pickup.
- Cartons do not have to be cut or broken down.
- The collection of bulk items, appliances, furniture, and large household items will be provided one day per week and limited to no more than three items.

Phase III residents may not throw garbage into the apartment garbage bins.

STORM WARNING

Upon notification of a hurricane, tropical storm, or other severe weather warning and/or prior to departure from his/her Unit for more than one day during the storm season, each villa and first floor Unit owner must:

- Move all outdoor furniture, potted plants, barbeque grills and other movable objects inside the Unit.
- Comply with the current Florida and Palm Beach County Statutes and Phase III Documents regarding the installation and use of hurricane shutters. See below.

HURRICANE SHUTTERS

Hurricane shutters are permitted to be installed by Unit Owners in Phase III, subject to any rules adopted by the BOD and prior approval.

The closing of external hurricane shutters is permitted only not sooner than within 3 days of a named tropical storm or hurricane making landfall at HP. All external hurricane shutters must be opened or removed no more than 4 days after the storm or hurricane passes.

SERVICE and EMOTIONAL SUPPORT ANIMALS

Phase III is a Pet Free Community. Service Animals and Emotional Support Animals (ESAs) are permitted as per federal and state laws provided that sufficient supporting documentation is filed with the Phase Manager and accepted by Management. Consideration and approval shall be in accordance with the terms of reasonable accommodation and as required by state, federal or local law.

Animals are not allowed to be walked behind the apartment buildings or the villas.

A Resident must immediately pick up and remove any solid waste deposited by their animal when outside of the Unit. Said waste should be deposited into the garbage. At no time should animal waste be deposited into the storm sewer. While outdoors, animals must be on a leash not longer than 6 feet. No retractable leashes are allowed on Phase III property. Animals must always be under control.

If any service or emotional support animal excessively barks, displays aggressive behavior towards other persons or animals, bites or attacks other persons or animals, or otherwise is the source of a nuisance, the animal's owner may be asked to correct the behavior via written notification and/or any accommodation associated with the animal may be rescinded.

For the complete rules please refer to the HP Rules and Regulations Regarding Service/Support Animals and the associated Agreement for Emotional Support/Service Animal found at the HP front desk.

INTERNAL CHANGES TO A UNIT

Unit Owners must file an architectural improvement form with the Phase Manager before any renovations can occur. This application should be completed even if there is no structural work being done (e.g., painting or recovering a floor). That document can be found on-line on our website (www.huntingtonpointe.net under Resident Forms) or in hard (paper) copy at the front desk.

Each owner must complete this form for any renovation to the Unit, including the replacement of screen doors.

You will be notified in writing of the approval of said renovation by the Phase Manager after the decision by the Phase Board within 10 business days. A colored permission card will be issued to you. The colored card must be posted on your front window.

All contractors must be fully licensed and insured. Contractors must adhere to the following rules when working in a Phase III Unit:

- Contractors may access HP from the West Gate on Jog Road after 7:30 AM.
- Contractor work hours are Monday – Friday from 8 AM to 5 PM.
- Weekend work requires approval and will only be approved for “quiet” or emergency work.

OVERNIGHT STORAGE

As stated in Vehicles/Bicycles Etc., no personal articles of any kind, including but not limited to scooters, baby carriages, or similar vehicles or toys, beach chairs, etc. may be allowed to remain overnight on Common Elements.

LEASE AND OCCUPANCY RESTRICTIONS

Within the first 12 months of ownership in Phase III Occupancy is limited solely to the Owner/s. No rental is permitted during this timeframe (other than limited exceptions-see Declaration of Condominium) and no person/s may occupy the unit unless it is in conjunction with the presence and occupancy of the Owner.

All leases and renters must be approved by the Board through the Phase Manager's Office before occupancy of the Unit is taken by the renter.

No lease can be for a term of less than six months and Owners are limited to two rentals per year. Each day of any unauthorized occupancy shall be deemed a separate violation of these rules and subject the Unit Owner to a daily fine.

A Unit Owner must provide his renters with a Clubhouse key. Vehicle bar codes (up to two per unit with proof of residency) will be provided by HPA.

A renter may partake in and use all Phase III amenities, if any, unless 1) the use rights to the amenities were explicitly waived in writing by the renter per F.S. 718.106(4) or 2) the renter's use rights have been suspended. There shall be no dual use of the amenities by both the Unit Owner and their renter. Usage of HPA amenities will be per their governing documents.

NEW RESIDENTS' GUIDE

There is a separate New Residents' Guide found on our website (www.huntingtonpointe.net) in the section called Residents. Each new resident should receive a hard copy (a paper copy) of this guide when s/he processes into our community.

In this guide you also find the following information:

- What you should have received from the prior owner
- Renovation rules and regulations
- Front gate procedures
- Emergency information
- Garbage/trash rules and regulations
- Important phone numbers

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CHAPTER 4

PHASE III POLICIES AND DIRECTIVES

GENERAL INFORMATION

There will be no solicitation anywhere on the Phase III property without prior written approval of the or Phase III BOD.

Joggers, walkers, and bikers should be appropriately dressed. No one should go shirtless.

Residents are encouraged to make an appointment if they need to see any of the Phase Management staff.

Complaints regarding the Management of the community or the actions of other Unit Owners or Residents must be made in writing to the Phase Manager.

VIOLATIONS and FINES

This document is a collection of many of the Rules and Regulations of Phase III. You should also review the other governing documents of Phase III, including the Declaration of Condominium, Bylaws and Articles of Incorporation as they contain additional and more detailed restrictions, terms, and procedures. If these Rules and Regulations, or any of the aforementioned other Phase III governing documents are not followed, the Violation and Fines process may be utilized as a non-exclusive remedy.

Enforcement of Rules and Regulations

- **First Offense and Notice:**
When the Phase III BOD becomes aware of non-compliance of a rule or regulation or provision of any of the other Phase III governing documents by a Unit Owner, renter, guest, invitee, licensee, etc., the BOD will provide notice to the Owner either by personal service or by sending a certified letter to the unit owner advising him/her of the accusation of the violation and warning the accused that strict compliance will be required. (A Unit Owner is responsible for the behavior of his/her renters or guests.)
- **Second Offense and Notice:**
If there is a second report that the violation has been repeated or has been continued beyond the time specified within the first notice, the Phase III BOD after verifying the violation, may authorize a fine to levied upon the Unit Owner of up to the maximum allowed by statute per occurrence or per day (for continuing violations).

- Third Offense and Notice:
If there is a third report that a violation has been repeated or has continued beyond the time specified with the second notice, the Unit Owner may be fined up to the maximum allowed by statute per occurrence or per day (for continuing violations).
- Fourth Offense and Notice:
Constant repeat offenses or any other instance where deemed appropriate may result in the Phase III BOD initiating a lawsuit for injunctive relief. Such a lawsuit shall be in addition to any fines that may be levied and shall not operate as an exclusive remedy of Phase III.

Fining Procedure

- If a potential violation is to be considered, it should be brought to the attention of Phase III by Management, Residents, or Phase III BOD members.
 - Any Resident should report a violation of the Phase III Rules and Regulations or the other governing documents to the Phase Manager. This should be done with a signed letter indicating the details (date and time) of the supposed violation. Where possible, one or more photos should be included.
- The Phase III BOD meets to determine if it will impose a fine for the violation against the Unit Owner (and any other party who may be fined).
- If deemed appropriate, the Phase III BOD “levies” a fine and sets the dollar amount.
- Once the Phase III BOD has levied the fine and determined the dollar amount, the issue goes to the independent Fining Committee for final approval or disapproval before the fine is imposed.
 - The Fining Committee must be comprised of Phase III Unit Owners who are not officers, directors, or employees of Phase III, or the spouse, parent, child, brother, or sister of an officer, director, or employee. There must be at least three Fining Committee members present at each meeting/hearing.
- Notice of the Fining Committee meeting/hearing must be sent out to the Unit Owner (and any other party to be fined) to advise him/her that the Phase III BOD has levied a fine and that a hearing will be held before the Fining Committee.
 - This notice of the Fining Committee meeting/hearing shall be sent no less than 14 days prior and shall provide:
 - A statement of the violative behavior, act or circumstance, the provisions of the governing documents which have been allegedly breached and the amount of the fine levied by the Phase III BOD.
 - A statement of the date, time, and location of the Fining Committee meeting/hearing advising the Unit Owner (and any other party to be fined) that they shall be allowed to attend and address the Fining Committee in their own defense and that a determination may also be made in their absence should they elect not to participate.
- The Unit Owner and any other party to be fined may appear at the meeting/hearing to present his/her case.

- This provides them the opportunity to respond, present evidence, and provide written and oral argument to the appropriate Fining Committee.
 - They shall also have the opportunity to review, challenge, and respond to any other material considered by Phase III in determining to initially levy the fine.
- The Fining Committee does not have authority to alter or modify in any way the details of the fine, including the dollar amount. The Fining Committee can only accept or reject the fine in the form and amount as already levied by the Phase III BOD.
- Once the Fining Committee approves or disapproves the fine a final notice must be sent.
 - If the fine is rejected, the matter is over.
 - If the fine is accepted, Phase III then sends a notice stating the amount and due date of the fine.
 - A fine that has been approved by the Fining Committee shall be deemed due and owing after 5 days from the date of the meeting/hearing at which it was approved.



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version of the documents



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