

Fine Schedule Compliance Check

Run this check once a year, ideally at the same meeting where you review insurance and reserve items. Statutory citations are in the state table of the accompanying guide; verify current statutory text before relying on any figure.

Association name:

Date of review:

Reviewed by:

Ceiling

- ☐ Read your state's current statute yourself (citations in the state table of the guide)
- ☐ Every amount in the schedule is at or below the statutory per-violation cap, if one exists
- ☐ Per-day fines respect any daily cap and any maximum duration (e.g. Virginia: \$10/day, no more than 90 days)
- ☐ Aggregate totals for a single violation stay under any aggregate ceiling (e.g. Florida and Nevada: \$1,000)

Authority

- ☐ The CC&Rs or bylaws actually grant fining power (essential in Georgia; worth confirming everywhere)
- ☐ The schedule was adopted by board vote and recorded in the minutes
- ☐ The adopted schedule has been furnished to all owners (a statutory requirement in Washington)

Process

- ☐ Notice template states the violation, the amount at stake, and the cure deadline
- ☐ Hearing rights are offered before any fine is final, with the notice period your statute requires (14 days in Florida and Virginia; Texas owners may request a hearing up to 30 days after the notice is mailed)
- ☐ Cure periods meet statutory minimums (Colorado: 30 days, or 72 hours for health/safety)
- ☐ Health/safety exceptions are documented in writing when used (California: written finding at an open meeting)
- ☐ Where required, the fine is approved by the right body (Florida: majority vote of a three-member

non-officer committee)

Consistency

- ☐ One schedule, applied to every lot, without exceptions for anyone
- ☐ Every notice, hearing, cure period, and fine is logged with dates
- ☐ A calendar date is set to re-run this checklist next year

Date of next annual review:
