



**HAUS FINANCIAL SERVICES, LLC
FACT SHEET
VIOLATIONS AND FINES**

In order to apply a Fine, the board must do the following:

- Send notice to the owner regarding the alleged violation and provide an opportunity for a hearing to review the violation before a fine is applied. Include a deadline for the hearing request.
- If the owner does not request a hearing, the board may apply the fine.
- If the owner requests a hearing, schedule a hearing to allow the owner to present his or her case. This is conducted during a **closed** portion of a board meeting.
- Send or deliver notice to the owner only at least 48 hours prior to the scheduled hearing date with details on the nature of the violation and the hearing date, time and place. It is advisable to send this notice via certified mail if the owner does not reside on the property. Allow sufficient additional time for delivery of any mailed notice.
- Hold the hearing and collect the necessary information from the owner to make a decision about applying a fine for the violation. (If the owner does not appear, the board may vote to apply a fine by default.)
- Schedule an open board meeting to vote on the fine. All owners must receive at least 48 hours' notice of the meeting.
- Hold the board meeting and document the vote on the fine in the meeting minutes. This meeting must be held **IN PERSON** in order to comply with IL condo law.
- Board members vote, owners do not.
- **NOTE:** IL Condo Law requires that notice be sent to owners in writing. Email notification is **NOT** acceptable unless the association has enacted Rules and Regulations that allow for the use of email for notices, and owners can still require written notice if requested. HausFS can mail the required notice to all owners for our current Correspondence Fee. Please see our website for details and to make an **Owner Correspondence Request**.
- Deliver notice to the owner regarding the outcome of the vote and any fines that have been charged.

Once you have had your hearing and board meeting, please send the following to HausFS so that we can process the owner fines, if applicable:

1. Copy of Violation Notice delivered to violating owner (if not handled by HausFS)
2. Approved meeting minutes documenting the hearing and vote as applicable
3. Total amount of fine
4. Description of purpose of fine