

## Bridgeport Rental Policy Violation Procedures

1. Whenever a rental policy violation complaint (rental shorter than 30 days or more than six rentals per year) is received by the board or property manager, the property manager will send a registered letter to the property owner notifying them of the reported violation as a warning.
2. If a second violation is reported – or the first violation has not been corrected, a second registered letter will be sent to the owner by the property manager.
3. The owner is then entitled to a hearing<sup>3</sup> before the fining committee. The owner will be given at least 14 days advance notice of the hearing.
4. If the owner does not respond to the 14 day notice, the fining committee will still meet<sup>3</sup> and review the evidence, facts and circumstances. Note that the committee will afford basic due process and allow the accused to be heard, state their case, and challenge any evidence against them. The fining committee will either confirm or reject the fine. If rejected, the matter is over.
5. If the committee confirms the fine, the board then imposes it and a letter is sent to the owner advising the amount of the fine and the due date.<sup>1</sup>
6. Should the owner not pay the fine, the condominium association can pursue a lawsuit in small claims court and the owner will be suspended from using common condominium elements.<sup>2</sup>

<sup>1</sup> The fine for renting a unit less than 30 days or more than six times per year is \$100 per day, not to exceed \$1,000 per year.

<sup>2</sup> If an owner does not correct the rental violation and does not pay the fine, the association may suspend the rights of the unit owner, guests, tenants, or invitees to use the common elements, common facilities or any other association property for failure to comply with any provision of the declaration or association by laws or rules of the association. These common elements include but are not limited to utility services, parking spaces, elevators, and swimming pool.

<sup>3</sup> All hearings and meetings may be in person or via internet or phone conference.