

Inspection Policy

Revised June 25, 1997

In order to preserve the attractiveness of our development and preserve property values over the long term, the Board of Directors is authorizing quarterly inspections of the community. These inspections will check for two categories of violations of the House Rules: "short-term" maintenance needs such as yard work which can be easily done by residents or hired help, and "long-term" maintenance needs such as painting and repairs. See below for examples of "short-term" and "long-term" violations; for a complete listing of community policy see the House Rules.

The inspector will look for significant, noticeable violations rather than minor neglect. For example, broken railings or boards, significantly faded or chipped paint, wrong paint colors or unapproved exterior alterations, grass over six inches high, trash cans in front of a house, or large and numerous weeds are all significant violations.

Homeowners and residents will be notified of violations as follows: a "Reminder" notice will be issued to owners (and tenants, if any) that maintenance is needed or an unapproved alteration must be corrected.

In the case of "short-term" violations, the owner will be given two weeks' notice to correct the violation. Homeowners who have not corrected violations by the time of the following inspection will receive an "Inspection Notice" that requires the owner to correct the deficiency within two weeks, and be subject to a monetary penalty of \$10 per day.

If the violation has not been corrected by the time of the following inspection, a "Final Inspection Notice" will be issued that states that the association will assess a monetary penalty of \$10 per day, beginning on the date of this notice and which continues for the duration of the violation.

In the case of "long-term" violations, which may require the owner to hire a contractor, the owner will be given four weeks between the initial "Reminder" and the "Inspection Notice," and four weeks again before the "Final Inspection Notice" to correct the deficiency.

Exception: If the inspector determines that a violation poses a safety hazard, such as a broken railing, the inspector may require the homeowner to correct the violation within two weeks. For such violations, the inspector may leave an "Inspection Notice" instead of a "Reminder Notice" on the initial inspection, and the "Final Inspection Notice" may be issued two weeks after the "Inspection Notice." Five copies of each violation will be maintained as follows:

- One on the door
- One mailed to the unit
- One mailed to the owner, if nonresident
- One supplied to the Board of Directors
- One kept in the inspector's records

After issuance of a "Final Inspection Notice", the inspector will record the amount of the monetary penalty and bill the owner monthly for the amount due. Any unpaid penalties will be added to the owner's dues and billed in the next billing quarter.

The owner is responsible for calling the Association/Management Company* to request a reinspection after the violation has been corrected. If the owner corrects the violation but does not call to request a reinspection, s/he will be billed for monetary penalties covering each day until the next regular inspection.

To dispute the required correction, a homeowner may call or write the Association/Management Company* and request a waiver of the violation notice. A telephone call must be followed within 14 days by a written request. The Board will determine whether to enforce the violation notice or issue a waiver within 30 days of receiving a letter or telephone call (if the call is followed by a letter within 14 days). Monetary penalties will not be imposed during the 30-day period. If the Board votes to require the correction, the owner will be notified accordingly and the process of inspection notices and monetary penalties will proceed.

"SHORT-TERM" VIOLATIONS

Examples:

- Mow lawn (back yard)
- Weed front or back yard
- Trim shrubs (front or back yard)
- Remove trash cans/bags to back yard (must be in closed container)
- Remove trash or debris on ground (front or back yard)
- Remove items not permitted outside fenced-in back yard (bicycles, chairs, tools, toys, any other items except flower pots and neatly stored garden hose)

"LONG-TERM" VIOLATIONS

Examples:

- Paint
- Repair shutters, roof, gutters, fence railings, downspouts, storm windows, steps/pavement or other exterior damage
- Correct unauthorized exterior alteration (paint color change, unapproved light fixture, fence alteration, exterior decorative objects or any other change not approved in writing by Board)

NOTE: The inspection policy is subject to review and amendment periodically by the Churchill Square Association Board of Directors.