

Westfield Estates Homeowners Association

Inspection Policy

16 November 2016

On a monthly basis, the HOA management company inspects the residential property exteriors and landscaping to ensure that they comply with established guidelines. This Policy letter outlines inspection criteria, fine schedule for non-compliance and avenues to dispute findings or fines.

Inspections occur the first week of each month. The property is being reviewed for appearance, cleanliness, and overall condition.

Specific items being checked:

Exterior Wood: painting, any wood rot that needs replacing.

Landscaping: trimming of shrubs and removal of dead shrubs.

Beds: weeding, mulch refresh.

Trees: low branches over sidewalks/road pruned, removal of dead branches/trees/suckers.

Grass: maintenance of grass (6" max, 3" min), to include establishing and/or applying weed control. General health of grass (i.e., watering, fertilizing, disease control, etc.). Edged along fences and boundaries.

Paint: window shutters and doors.

Doors: condition and replacement if necessary.

Fence: condition, replace missing/discolored slates.

Roof: repairs or replacement.

Sidewalks/Driveways, curbs: report sidewalk/driveway repair concerns (do not document violations for these concerns), remove stains, remove weeds from joints/cracks to include street curbing and asphalt cracks by the street curbing.

Garbage/Recycle Bins: Stored per CC&Rs. {Declaration Article IV, paragraph 10}

Trailers/Boats/RVs: Stored per CC&Rs. {Declaration Article IV, paragraph 17 b}

Documented violations: Homeowners will have 30 days to correct all violations. Homeowners may request additional time to correct violations when mitigating circumstances exist. {Declaration Article IV, paragraph 29}

Fine Schedule:

1 st Occurrence	Warning/Friendly reminder for very minor concerns
2 nd Occurrence-	\$50 Fine
3 rd Occurrence-	\$250 Fine
4 th Occurrence-	\$500 Fine
5 th Occurrence-	Referral for collections/Possible legal action

Disputing Warnings / Fines:

Residents are encouraged to contact property management with any explanation of extenuating circumstances to be considered or to request time to address an issue that is not easily addressed.

Welch Randall is very willing to accommodate reasonable efforts to return properties to compliance with the established guidelines.

Property Management Requirements:

Perform monthly inspections (May 1 through October 31 each year)

The inspector is required to have a copy of the previous month's violations when performing the monthly inspections

Document the monthly report

Maintain a data base (excel spread sheet etc.) to track inspection violations

Provide monthly inspection report, to include violations (CC & R violation clause) with pictures to the HOA Board

Document, track and report repeat violations

Document and track all notices sent to homeowners with CC & R/By-Law violations

Document and track all waivers, fines levied, paid and/or abated fines

Refer all fifth occurrence and/or unresolved violations with fines to the attorney for collection