Subject: Property Upkeep Communication Guideline

Problem: Some homeowners are disregarding the Deed Restrictions guidelines for property upkeep. This causes angst and frustration by neighbors.

Statement: The guidelines in the Deed Restrictions will be enforced. The Upkeep and Use Committee will send reminders of violations and will follow the policies below.

Policy:

1. Neither the Trustees nor the Upkeep and Use Committee will patrol the subdivision looking for Deed Restriction violations.
2. Deed Restriction violations should be brought to the attention of the Upkeep and Use Committee in writing. The Upkeep and Use Committee will not address anonymous complaints.
3. The identity of homeowners submitting Deed Restriction violations will remain confidential to the Upkeep and Use Committee and the Trustees.
4. The Upkeep and Use Committee will make an evaluation of the situation to determine if a violation actually exists.
5. If it is determined that a Deed Restriction violation has occurred, a letter will be sent to the homeowner requesting immediate compliance to the Deed Restrictions.
6. Homeowners who have not complied with the request, or who have not made special arrangements with the Upkeep and Use Committee within the specified timeframe will receive a second reminder letter. The timeframes for completion will be based on the complexity of the request.
7. Homeowners who have not complied with the request, or who have not made special arrangements with the Upkeep and Use Committee within the specified timeframe may receive a third letter stating that the Trustees will bring the situation into compliance and charge the homeowner for all costs associated with the correction. The timeframes for completion will be based on the complexity of the request.
8. Accounts for homeowners who have not paid for the correction, or who have not made special arrangements with the Upkeep and Use Committee within 30 days of correction will be turned over to a Collection Agency. A penalty of up to 50% of the balance will be added to the outstanding balance.
9. Appeals for decisions made by the Upkeep and Use Committee may be made to the Trustees. Trustee decision will be final.