

## Association Procedures for Common Area Maintenance Requests

Covenant's say:

**Purpose of the Association. The Association does not contemplate pecuniary gain or profit to the members thereof and the specific purposes for which it is formed are to provide for maintenance, preservation and architectural control of the residence Lots, the Common Area, and the cul-de-sac planters within the property and to promote the health, safety, and welfare of the residents within the property.**

Requests for Common Area maintenance, including trees can be made with the Request for Action form. Please complete the top half and forward to the Board at Board @HiltonLake.org Please forward e-mail pictures if possible of the area(s) in question.

Costs of actions approved by the Board may need to be shared with the requestor depending on HOA funds available.

Actions by the Board for all requests may include:

1. Asking for a visual inspection with you and/or pictures to clarify your request.
2. Seek the help of experts for evaluation and execution of work.
3. Determining a plan of action to follow, which may include mitigation and/or a detailed plan
4. Cost sharing with requestor if applicable and HOA funds are inadequate
5. Seek input from neighbors or others
6. Marking location where work is to be done for neighbors to see.
7. The annual work parties may be used to complete request.
8. Any member performing will be full liable for their actions.
9. Allow requestor to perform work and/or pay to have it done
10. Other actions that may be necessary.

The Board has the final approval of any action to be taken in the common areas, including approval of experts and or contractors to be used. Multiple estimates for the work to be done may be required.

The Board will complete an approval or disapproval of a request within three months or less.

Anyone who performs any unauthorized maintenance or cutting in the common areas can be held liable for damages, and if necessary will be prosecuted.