

CRYSTAL SHORES OWNERS ASSOCIATION
ANNUAL PROPERTY INSPECTION POLICIES AND PROCEDURES

Approved by Board of Directors on June 14 2023

The property value and desirability of our property for home sales/rentals is related to how well our home exteriors and landscapes are maintained. Each Owner must maintain his or her property in accordance with the provisions of *Article V, Section 1–Maintenance* of our Covenants, Conditions and Restrictions (CCR), which reads in part:

"Each Owner shall perform promptly all maintenance and repair work on his Lot which, if permitted to remain un-repaired, would affect the Property in its entirety or a Lot belonging to another Owner, and each Owner is expressly responsible for damages and liability which result from his failure to promptly perform such maintenance and repair work...."

In the Covenant's citation written above, the words "perform promptly" are used twice to underscore the importance of getting maintenance and repairs issues resolved as soon as possible. In order to ensure that all properties are maintained to an acceptable standard, the Association has implemented property inspections. The policies and procedures for our property inspections are presented below.

ANNUAL PROPERTY INSPECTION PROCEDURE - Annual Property Inspections of all home exteriors and landscapes will be scheduled for early November each year. The Association Manager and two Directors will be on the Inspection Team. One or two ARC Members, who are not Directors, may also be on the inspection team.

Each property will be evaluated using a standard Inspection Form. Any maintenance, repair or replacement issues identified will be noted on an Annual Property Inspection Report, which will be sent to the Owner.

OWNER ACTION REQUIREMENTS - Each Owner receiving an Annual Property Inspection Report will be requested to complete all maintenance, repair or replacement items noted on their report within 90 days after the Annual Property Inspection report date.

FOLLOW-UP INSPECTION PROCEDURE – After the 90-day period, the Inspection Team will conduct a Follow-Up Inspection. Any items identified on each owner's Annual Inspection Report that are not completed will be indicated on a Follow-Up Inspection Report, which will be sent to the Owner.

EXTENUATING CIRCUMSTANCES - The 90-day period to complete the Annual Property Inspection Report items should be sufficient for most properties.

However, if an Owner feels that there are extenuating circumstances that prevent all the Annual Property Inspection report items from being completed within the 90-day period, then the Owner can contact the Association Manager to discuss and negotiate an alternate completion date. The request for an alternate completion date must be submitted to the Association Manager within the 90-day period. Only ONE alternate completion date will be granted.

The agreed upon alternate completion date now becomes binding and failure to meet that completion date will result in action by the Association as stated in the following "**Enforcement Policy**" section.

ENFORCEMENT POLICY - Failure to complete previously identified items in the Annual Property Inspection Report within the 90-day period or the agreed upon alternate completion date will result in the Owner receiving a Follow-Up Inspection report and a 30-Day Notice of Violation letter.

The Notice of Violation letter will state that the Owner has violated the requirements of *Article V, Section 1–Maintenance* of our CCR. If the Owner does not complete the items listed in their Follow Up Inspection Report within 30-days after the date of the Notice of Violation letter, then the Association will levy a fine of up to \$150 per day fine for each day until all the inspection items are completed. Daily fines will cease if fines accumulate to a maximum aggregate of \$1,000.