

SECTION 7C

HOME INSPECTION COMMITTEE PROCEDURES

Guidelines

At least three volunteers will be recruited by the Board to form the Inspection Special Committee. The Board shall appoint the Chair. Home Inspections have traditionally been scheduled for the first week after July 4th. This allows enough time for summer residents to arrive and fix up their sites. The Inspection dates should be announced at both the May and June Board meetings and posted on the bulletin boards at the Clubhouse. An email can be sent to all Residents, also.

Inspection Procedure

- Areas to be inspected are listed in the next section and should be limited to those areas.
- The Resident is welcome and encouraged to participate in the inspection. Every effort will be made to accommodate each Resident in meeting the deadline for compliance if there is evidence of progress.
- If possible, photographs should be taken of areas in violation during inspection and after compliance to Park guidelines. If the Resident or Board requests pictures, they can be sent digitally.
- Within one week after inspection, the Committee Chair shall send the Rule Violation Notice to the Resident to either confirm the violation which they were verbally informed of or to inform Resident of the Inspection Violation. The first Violation Notice will give ten (10) days to meet guidelines. A copy goes to Resident's file in the office.
- After ten (10) days of the first notice, plus 5 days for mailing, the Committee will reinspect the home and, if necessary, send out the Second Violation Notice, which will give an additional ten (10) days. And offers the opportunity for a hearing with the Board. A copy goes to the office for Resident's file and to the Board.
- If after the Second Notice, the Resident has not complied with the Guidelines or a satisfactory resolution has not been reached between the Board and the Resident, the Final Notification will be sent by the Board. A copy goes to the office for Resident's file.
- The Chairperson is responsible for all of the procedures. The Chair will not ask the office for assistance, other than obtaining a current Directory listing names and addresses of each Resident. Chair can ask the office for paper supplies and stamps, if needed.
- *See Policy and Procedures, Section V. Rule Violations Procedure for forms and additional information.*

Annual Home Inspections

The following are areas that are checked once a year in order to keep our park looking pristine. We appreciate your help.

Home:

1. All homes must be clean and free of mold, mildew, dirt and foreign debris.
2. Gutters must be clean and free of debris and properly attached to home.
3. Skirting must be properly attached around the home and in good repair.
4. Steps to home must be in good repair.
5. Carports should be kept neat. When gone from home for an extended time, items should be kept out of sight and secure against winter storms.
6. Roofs should be kept as free from debris as possible.

Yard and Storage Shed:

1. The storage shed must also be clean and free of mold, mildew and dirt and kept in good repair.
2. Weeds must be removed from flower beds and not become unsightly.
3. Bushes around home must be trimmed so as not to block home number or be unmanageable.
4. Ivy and vines need to be cut back and not allowed to grow up on home or shed.
5. Gas tank, if applicable, must be painted an appropriate color and kept free of rust.
6. Dead bushes and plant material must be removed.
7. Golf cart pads should be maintained.
8. House number must be clearly displayed.

Driveways and parking areas

Asphalt and cement driveways and sidewalks must be washed and free of dirt, mold, and loose paint. Gravel driveways must be free of weeds. Parking on grass is not allowed and every home site must maintain a designated parking area with gravel, asphalt, or cement.