



Englewood Isles Property Owners Association, Inc.

Unit 4, 5 and 6

1811 Englewood Road #240

Englewood, Florida 34223-1840

Web: www.EIPOA.org

Property Survey and Compliance Procedures of the Property Maintenance Committee

Article 12.4 of the Amended and Restated Bylaws (“**Bylaws**”) for Englewood Isles Property Owners Association, Inc. (“**Association**”) requires the Property Maintenance Committee (“**PMC**”) to review all properties within the boundaries of the Englewood Isles Subdivision Units 4, 5, and 6 to determine if they are in compliance with the Amended and Restated Declaration of Covenants (“**Declaration**”), which Declaration is recorded at 2011069785 of the Official Records of Sarasota County, Florida, as subsequently amended from time to time.

The PMC is responsible for sending violation letters and conducting routine follow-up property inspections to determine that the noticed violation was corrected. Finally, the PMC is charged with developing and maintaining a detailed procedure to follow. PMS will report its progress at monthly Board meetings, as necessary.

The PMC hereby adopts the following detailed set of procedures to implement its duties and obligations under Article 12.4 of Bylaws:

I Property Surveys

1. The PMC will conduct a field survey of the three hundred ten (310) properties within Englewood Isles Subdivision, Units 4, 5, & 6 once every thirty (30) days.
2. At least three (3) members of the PMC must be present and involved in the property inspection. Each member of the PMC shall be referred to as an “**Inspector**”.
3. For a property to be determined to be non-compliant, at least a majority of the Inspectors must be in agreement as to the specific non-compliant issue, as provided in the Declaration.
4. Field notes of each property survey will be in written form and shall be kept by the Inspectors in a bound “Property Survey Log”.
5. Field notes will be transposed onto an Excel spreadsheet which will be retained by the PMC for a period of one (1) year and will be available for inspection and copy of all Members upon written request.

II Non- Compliance Notifications

1. Non-compliant property owners will be sent a “**First Letter**” notification to the property owner’s address of record with the Association listing the date of the property survey and shall identify the Declaration violation(s) identified by the PMC. A copy of the First Letter form is attached hereto as Exhibit A.
2. The property owner will be given **15 calendar days** from the date stated on the First Letter to correct the identified Declaration violation(s) and bring the property into compliance; or to contact the PMC Chairperson within the same **15 calendar days**.
3. If the property owner fails or refuses to timely correct the identified Declaration violation(s) and fails to respond to the PMC, they will then be sent via certified mail, return receipt requested, a “**Certified Second Letter**” notification to the property owner’s address of record. A copy of the Certified Second Letter form is attached hereto as Exhibit B.



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4. The Certified Second Letter will contain a detailed description of the violation(s); the specific Declaration provision(s) that has been violated; and the owner will be provided **15 calendar days** from receipt of the Certified Second Letter to correct the identified violation(s). If the owner fails or refuses to claim the certified letter, the 15 calendar days will be calculated from the date stated on the Certified Second Letter.
5. If the property owner fails to timely correct the identified Declaration violation(s), the PMC will then deliver the property owner's PMC file to the President of the Board of Directors with a recommendation that the property owner be fined until such time as the property is brought into full compliance.

III

Complaints

1. All complaints regarding violations of the Declaration received from a member of the Association will be forwarded to the PMC Chairperson. The PMC Chairperson will keep a log identifying the property, the alleged violation, and date.
2. The Declaration violation(s) described in the complaint will be reviewed by the Inspectors at the next scheduled 30-day property survey.
3. If the complaint warrants immediate attention due to safety issues or if, in the judgment of the Chairperson, the complaint is an overt violation of the Declaration, the Chairperson is authorized to contact the President or Vice-President of the Board to obtain authorization to contact the property owner directly "by mail" prior to the next 30-day property survey date.

The above Procedures of the Property Maintenance Committee were adopted and recommended to the Board for final approval on March 11, 2020 by the Property Maintenance Committee.

Property Maintenance Committee

Sign: *Stan Gdowski*

Print: Stan Gdowski
As its Chairperson

The above Property Maintenance Committee Procedures were approved on March 11, 2020 by the Board of Directors of the Association.

Englewood Isles Property Owners Association, Inc.

Sign: *Bill Callahan*

Print: Bill Callahan
As its President