

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”) or their designee, 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, or their designee is responsible for sending violation letters and conducting routine follow-up property inspections to determine if the noticed violation was corrected.

Finally, the PMC, is charged with developing and maintaining a detailed procedure to follow.

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

Property Survey

Section I

- A. A visual inspection of each property will be conducted every 60 days by the PMC, or it’s designee, to determine if each property is in compliance with the Association’s Filed Covenants.
- B. A visual re-inspection of those properties that were deemed to be out-of-compliance with the Association’s filed Covenants will be conducted every 30 days until corrected.
- C. Inspections will be made from the public street or sidewalk and will not intrude upon or enter onto any private property.
- D. After each inspection a written record of each property that is deemed out-of-compliance shall be made, including a photograph, and kept as part of EIPOA’s records.

Non-Compliant Properties

Section II

- A. After each inspection, properties deemed to be out-of-compliance shall be mailed a letter to the owner of record, as published on Sarasota County's Property Appraiser's Web Site.
- B. The letter will be mailed within 5 days of the inspection. The letter will advise the property owner which specific Covenant(s) were found to be out-of-compliance.
- C. The property owner shall have 30 days from the date of the letter to correct the out-of-compliance issue, or contact the PMC Chairperson or its designee, to advise what actions have been made to bring the property into compliance.
- D. The PMC, or its designee, will re-inspect those properties that were deemed to be out-of-compliance within 30 days from the date of the initial letter.
- E. If the non-compliant condition has been corrected, the matter will be closed.
- F. If the non-compliant condition has not been corrected, and the property owner has not contacted the PMC Chairperson or its designee with plans to correct the out-of-compliant condition, a second letter shall be mailed to the owner.
- G. The second letter will be mailed 1st class, within 5 days of the inspection. The letter will advise the property owner which specific Covenant(s) were found to be out-of-compliance.
- H. The property owner shall have 30 days from the date of the 2nd letter to correct the out-of-compliance issue, or contact the PMC Chairperson or its designee, to advise what actions have been made to bring the property into compliance.
- I. If the property owner does not correct the out-of-compliance issue within 30 calendar days from the date of the second letter, the PMC or its designee shall notify the President of EIPOA for additional corrective actions.
- J. The President of the Association shall make preparations to start the process to bring the property before the Fine Committee.

Complaints

Section III

A. All complaints regarding violations of the Declaration received from a member of the Association will be forwarded to the PMC Chairperson or it's designee. The PMC Chairperson will keep a log identifying the property, the alleged violation, and date.

B. The Declaration violation(s) described in the complaint will be reviewed by the PMC or it's designee at the next scheduled 30-day property survey.

C. If the complaint warrants immediate attention due to safety issues or if, in the judgment of the Chairperson or it's designee, 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 **May 28, 2021** by the Property Maintenance Committee.

Property Maintenance Committee Chair

Signed *Stan Gdowski*

(Print) Stan Gdowski

As it's Chairperson

The above Property Maintenance Committee Procedures were approved on *Stan Gdowski* by the Board of Directors of the Association.

Englewood Isles Property Owners Association, Inc.

Sign: *Bill Callahan*

(Print) Bill Callahan

As its President