**Englewood Isles Property Owners Association Inc. (EIPOA)**

**Property Maintenance Committee**

**Property Survey and Compliance Procedures**

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 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 is recorded in the Official Records of Sarasota County, Florida, and subsequently amended from time to time.

The PMC, or their designee, is responsible for inspecting, mailing violation letters and conducting routine follow-up property inspections to determine if noticed violations have been corrected.

Finally, the PMC, is charged with developing and maintaining a procedure to accomplish this task.

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

**Property Survey**

**Section l**

A. A visual monthly inspection of each property will be conducted on average, every 30 days by the PMC, or their designee, to determine if each property is in compliance with the Association’s Declaration.

B. Inspections will be made from the public street or sidewalk and will not intrude upon or enter onto any private property.

C. After each monthly inspection, a written record and photograph of each property that is deemed non-compliant with the Association’s Declaration will be recorded, and kept as part of EIPOA’s records.

**Out of Compiance Properties**

**Section II**

A.  After each monthly inspection, properties deemed to be non-compliant with the Association’s Declaration shall be mailed a first-class letter, addressed 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, including a photograph, will advise the property owner which specific Declaration is/are being violated.

C.  The property owner will have 15 days from the date of the letter to correct the non-compliant violation(s), or contact the PMC Chairperson, or their designee, to advise what actions they have made to bring the property into compliance.

D.  The PMC, or their designee, will re-inspect any non-compliant properties that were identified during the previous monthly inspection to determine if the violation(s) has/have been corrected.  If the non-compliant condition has been corrected, the matter will be closed.

E.   If the non-compliant condition has not been corrected, and the property owner has not contacted the PMC Chairperson, or their designee, with plans to correct the non-compliant condition, a second letter shall be mailed to the owner.

F.  The second letter including a photograph will be mailed within 5 days of the inspection. The letter will advise the property owner which specific Declaration is/are being violated.

G.  The property owner will have 15 days from the date of the second letter to correct the non-compliant violation, or contact the PMC Chairperson, or their designee, to advise what actions have been made to bring the property into compliance.

H.     If the property owner does not correct the non-compliant violation within 15 days from the date of the second letter, the PMC, or their designee, shall notify the President of EIPOA for additional corrective actions.

I.   The President of the Association shall make preparations to start the process to bring the property before the Fine Committee, per Article 22, (Enforcement Fines) of EIPOA’s Declaration.

**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 their designee.  The PMC Chairperson, or their designee, will keep a log identifying the property, the alleged violation(s) and the date.

B.  The Declaration violation(s) described in the complaint will be reviewed by the PMC, or their designee, during the next scheduled monthly inspection.

C.  If the complaint warrants immediate attention due to safety issues or, if, in the judgment of the Chairperson, or their designee, the complaint is an overt violation of the Declaration, the Chairperson, or their designee, is authorized to contact the President or Vice-President of the Board to obtain authorization to contact the property owner immediately by mail, or in person prior to the next monthly inspection.

The above Procedures of the Property Maintenance Committee were recommended for final approval to the Board on

**September 3, 2022**

**Property Maintenance Committee Chair**

     Signed **Stan Gdowski**

     (Print)  Stan Gdowski

     As it’s Chairperson

The above Property Maintenance Committee Procedures were approved by the Board of Directors of the Association on

**September 3, 2022**

**Englewood Isles Property Owners Association, Inc.**

    Sign: Gail Turner

  (Print)  Gail Turner

   As its President