

Loft Ridge Homeowners Association, Inc.
 Resolution No. 36
 Annual Inspection Process

WHEREAS, Article VII Section I of the Bylaws grants the Loft Ridge Board (hereafter referred to as "Board") all the powers necessary for the administration of the affairs of the association in accordance with applicable Commonwealth of Virginia law, as well as Loft Ridge Homeowners Association Governing documents; and

WHEREAS Article X of the Bylaws requires the Board to appoint an Architectural Control Committee to assist the Board in fulfilling its responsibility to protect and maintain the community in the best interests of all of the Association's members; and

WHEREAS, the Association Members have the responsibility to maintain their units and lots;

NOW, THEREFORE, BE IT RESOLVED THAT the Board establishes the following process for the annual inspection of all units in the community:

Step	Approximate Date	Task	Responsible Party
1	Mid-March	List of Open Violations (noting year of violation) is sent to ACC	Management
2	April 1-30	ACC inspects homes using open violation list and annual inspection checklist.	ACC
3	By April 30	ACC emails Management updated Open Violations list.	ACC
4	By May 15	Management sends out letters notifying homeowners of 90-day timeframe for repairs (for current year violations).	Management
5	By August 15	List of Open Violations (noting year of violation) is sent to ACC	Management
6	August 15-31	Using Open Violations list, ACC completes second round of inspections to determine whether violations have been addressed.	ACC
7	By September 15	Management sends out letters with 2nd notice for unaddressed violations.	Management
8	By October 15	ACC completes third round of inspections to determine whether violations from 2 nd notice have been addressed	ACC
9	By October Board Meeting	Management provides Board and ACC with updated list of open violations. Board determines course of action for all open violations.	Management/Board

Inspection Schedule by Street:

ACC will split the Association streets into two groupings, Group A and Group B. Group A will be inspected on odd years and Group B will be inspected on even years.

Group A Streets

- Caprice Court
- Evergreen Knoll Court
- Gladden Court
- Gingham Court
- Lofthill Court
- Medallion Court

Group B Streets

- Cheatham Court
- Churchman Court
- Gypsy Court
- Marjoram Court
- Ridge View Drive

Guidelines:

1. Homeowners must correspond with management in writing to appeal violations.
2. ACC inspections will be conducted by at least two members of the ACC committee. In no instance shall a violation be determined by one person (either ACC or Board member).
3. Once the ACC has completed the spring inspection, the violation list will be submitted to the Board and to the management company. Any changes/revisions/corrections to the violation list must be voted on and approved by a majority of the Board.
4. If the Board approves any changes to the annual inspection violation list, the Board will notify the ACC committee of the changes within 3 business days.

LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Regulatory No. 36

Pertaining to: Annual Inspection Process

Duly adopted at a meeting of the Board of Directors of the Loft Ridge Homeowners Association, Inc. held April 18, 2019

Motion by: Drew Lucio Seconded by: Erika Wheeler

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>D. Amador</u> , President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CPague</u> , VPresident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DANIEL LAURSEN</u> , Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Erin Rude</u> , Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Matthew B.</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Erika Wheeler</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Louise White</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

CPague
Secretary VPresident

4/18/19.
Date

Book of Minutes -
Book Resolutions:

Resolution effective: June 1, 2019