

Forest Trails Owners Association
Architectural Control Committee
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In 2017, at the annual HOA meeting, the HOA board presented an idea about forming a new committee that would review and notify homeowners of property maintenance that did not meet the property maintenance rules & regulations listed in the FTHOA Covenants (Article 7.2). This idea was presented as a way to help the board keep up on issues with property maintenance. This idea was discussed again at the National Night out in the summer of 2017 with other homeowners that may not have been present at the annual meeting. At a subsequent Board meeting, a set of Guidelines based on the Covenants for the committee to follow was adopted. A volunteer committee was formed in 2018 and they reviewed all Forest Trails properties. The Vice President position was delegated as the Board representative and liaison on the committee.

This is the process used by that maintenance committee:

- Identify property in need of maintenance
 - Document reasons based on maintenance guidelines
 - Information compiled into a formal list
 - Minimum of 2 people from the committee needs to identify and document concern with property
- Verify condition and agree on what is in need of addressing
 - create postcard
 - postcard date is recorded for internal HOA reference
- Home owner has 30 days to address concern
 - If concerns addressed to the committee satisfaction, Homeowner issue is lifted.
 - A record is made to track recurring issue with the same property
 - **If not addressed in 30 days, notify HOA Board for its follow up**

This process has been adopted in support of the statement on page 1 of the FTHOA Covenants, for the benefit and protection of the Project, its desirability, value and attractiveness’.

Going forward, we will review properties few times a year and follow the process shared above. If there are any changes made to this process, the information will be updated to the FTHOA website.