

Process for Notifying BRW Homeowners that Their Yard Does not Meet Community Standards

1. Step 1 -HOA President or designee asks administrator to send homeowner an email letting them know that their yard does not meet Community standards and details what remedial action needs to be taken. Email should be sent with a read receipt attachment so HOA President or designee knows email has been read. If this does not solve the issue within 30 days or time determined by HOA Board, proceed to Step 2.
2. Step 2 – HOA President or designee asks administrator to send homeowner a FIRST WARNING email with a read receipt attachment notifying them that their yard does not meet community standards. The emails should detail the remedial action needed to bring their yard back to community standards. If this does not resolve the issue within 30 days or time determined by HOA Board, proceed to Step 3.
3. Step 3 – HOA President or designee sends homeowner a SECOND WARNING email with a read receipt attachment notifying them that their yard does not meet community standards. The emails should detail the remedial action needed to bring their yard back to community standards. The HOA President or designee calls the homeowner to see if the homeowner understands and has any questions. If this does not resolve the issue within 30 days or time determined by HOA Board, proceed to Step 4.
4. Step 4 – HOA President sends homeowner a letter notifying them this is their FINAL WARNING. The letter should state that have 30 days to address yard issues, 60 days to address painting or other house issues. HOA Board can amend the time limits should extenuating circumstances dictate a change. Letter should outline fines to be levied should issues not be resolved. Fines are outlined in the Rules and Regulation section. Letter must be sent by certified mail. If this does not resolve the issue within the designated time, the Board then works with the attorney to levy the fines as stated in the letter to the homeowner.