

KING'S GATE ASSOCIATION, INC.

OWNER UNIT MAINTENANCE POLICY

1. Owners are expected to maintain clean and well-kept properties.
2. When owners close their KGP home after the season* their property should be weed-free and mildew free.
3. The new Unit Owner Inspection policy is a matter of intent. When given a list of what needs to be corrected in season, and a homeowner makes those specific corrections, they are showing intent to take care of their property. When an owner is given a list of what needs to be corrected and does nothing, and does not contact the office with a reason why, this indicates that they have no intention of making those corrections. The Board then has the necessary documentation to properly deal with the issue. Inspections will be done in the Spring, Fall, and Winter to seasonal norms, which will be posted in the office.

No violation will occur or notice sent if these norms are met. However, if after a full year of inspections the unit is still non-compliant at the Winter inspection, notices will be sent and violations will occur and at every subsequent inspection thereafter.

A courtesy letter noting the specific problem(s) will be sent asking the owner(s) to make arrangements to have the issues corrected and the property made presentable.

- a. The owners are asked to respond within 15 days to the manager with a phone call, email, fax, or USPS.
 - b. No response or correction to the violation will result in a second notice.
 - c. At that time the owner is requested to respond within 14 days
 - d. The failure to respond at the end of the 14 days will result in the fine of \$50 per day until the violation is corrected or \$1000 has been reached.
4. Any property damage done by items left outside that become projectiles is the responsibility of the owner of that item.

*Season is defined as the period from November 1st to April 30th.



KING'S GATE ASSOCIATION, INC.

By: Madeilyn K. Johnson
As its President (Corporate Seal)

The Owner Unit Maintenance Policy was adopted at the duly-noted meeting of the Board of Directors held on March 9, 2015 and amended April 9, 2018.