



Issued: January 1, 2016

Steeplechase Community Services Association

REQUIRED MAINTENANCE TO EXTERIOR OF A RESIDENCE

POLICY

The purpose of this Policy is to ensure the continued appearance and maintenance of the Community.

The Policy applies to all maintenance and/or repair work identified during periodic inspections of the Community.

NOTIFICATION TO HOMEOWNERS

When an inspection identifies maintenance and/or repair work needed to a residence, the Homeowner will be advised by letter:

1. First Letter – Homeowner will be advised:
 - a. The nature of the maintenance and/or repair work;
 - b. The deadline for completing the required work;
 - c. The Alterations to the Exterior of a Residence Policy applies.
2. Second Letter – Homeowners who do not complete the required work by the deadline specified in the First Letter, will receive a second letter advising them:
 - a. The new completion deadline; and
 - b. They will be fined if required work is not completed timely.
3. Third Letter – Homeowners who do not complete the required work by the deadline specified in the Second Letter, will receive a third letter advising them:

- a. They have been fined \$50 for failure to complete required work;
- b. The work must be completed within 15 days;
- c. CMP will hire a contractor to come on the property to complete the required work if the work is not done within this 15-day period, and the Homeowner will be billed.

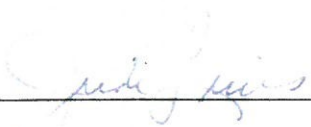
TIME PERIOD FOR COMPLETING REQUIRED WORK

The period of time for completing required work will be:

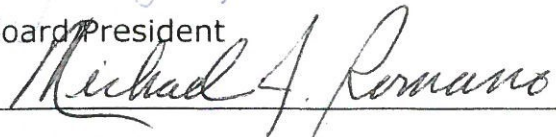
- 1. First Letter: A reasonable period based on the nature of the required work;
- 2. Second Letter: A period not to exceed 30 days;
- 3. Third Letter: 15-days.

REQUESTS FOR ADDITIONAL TIME

- A. In the event a Homeowner wishes to request additional time for completing the required work:
 - 1. He/she must call their EPC Representative and discuss those needs.
 - 2. The EPC Representative will bring that request to the Board.
 - 3. The Homeowner will be advised of the Board's decision.
- B. Any such request must be made before the deadline specified in the first letter.



Board President



Board Secretary

1-22-16

Date

1/22/16

Date