



## Operational Policy 13: PROPERTY REPAIRS & PAINTING

---

Date Adopted by Board: 4-10-18

Related Policies: CCR Article V, Sections 2, 3 and 4; CCR Article IX, Section 2; LSV Community Rules & Regulations Maintenance of Property and Owner's Responsibility

---

**Policy Statement:** Property will be inspected for siding and trim damage, painting and general condition by Lakeshore Village (LSV) management, the Property Advisory Committee (PAC) and/or a licensed inspector.

### Procedures:

- A. Property inspections shall be conducted under the direction of the PAC and LSV management.
- B. Each building shall have a property inspection at least once every 5 years.
- C. Inspection shall include rotten, loose and missing siding/trim, deck/patio fences and gates.
- D. LSV management will send an inspection letter with specifications attached, to the Owner. The letter will include the following:
  - a) Repairs to be made
  - b) Other issues which need to be addressed (fogged windows, landscaping, roof, etc.)
  - c) Deadline for repairs and painting to be completed
- E. Should an inspection result in no recommended repairs to the building, a letter will be sent to the Owner indicating this, along with an approximate timeframe for the next inspection (typically sometime in the following year).
- F. Buildings must be painted as a whole in the same year.**
- G. Before painting, the Owner must see that a written cost estimate is provided by the contractor to LSV management. Painting costs will be paid out of the Owner's paint fund.
- H. Owners are encouraged to request information regarding their paint fund balance. When an Owner's painting costs exceed the amount available in the unit's paint fund, the Owner is responsible for paying the difference back to the paint fund. Any remaining paint fund balance can be provided to the Owner after satisfactory painting and upon written request to management.
- I. During the repair process, if an Owner's contractor discovers additional areas in need of repair, these areas must be repaired. At no time should an Owner and/or contractor ignore damaged or rotten wood siding and/or trim.
- J. Any Owner who does not comply with items listed in the inspection letter may be subject to assessments by the Association.
- K. In the event of a dispute as to the necessity or extent of the repairs, the following procedure shall be followed:

- a) Owner is to contact management within 15 days of receipt of inspection letter. If no resolution is reached, Owner is to contact LSV Board of Directors within 30 days.
- b) Within 30 days, the Board and Owner will review concerns and attempt to resolve the dispute.
- c) If no resolution is achieved, a professional inspection will be conducted within 30 days of the meeting. The inspection will be conducted by a licensed contractor (not the initial inspector/contractor).
- d) The second inspection, compared to the LSV siding/trim specifications, will determine the repairs to be made.
- e) Repairs/replacement to be under contract within 30 days of second inspection.
- f) Repairs/replacement to be completed within 60 days of second inspection.