

Walnut Woods Home Owners Association

Drive Thru Tasks

1. Print compliance log for community.
2. Log start time and mileage upon entering the community.
3. Drive through the community slowly (2 – 5 MPH) to observe each property.
4. Log any compliance issues and take a picture.
5. Log end time and mileage and leave business card in mailbox of President before leaving the community.
6. Process compliance issues through VMS.
7. A first notice is sent to the homeowner requesting compliance of the particular covenant that is in violation.
8. If it is noticed on the next drive thru, a second notice is sent requesting compliance within 10 days to avoid possible legal action and warning of the possibility of attorney fees and court costs.
9. Compliance issues not resolved on the third drive thru will be noted to the board and property manager. New pictures are taken on the third drive thru for possible legal action. The Board of Directors will decide intent to pursue attorney action. Attorney actions are handled through the property manager.
10. After issues from each drive thru are processed, a compliance log is generated to be e-mailed to all board members and the property manager for their records.
11. Respond to homeowners with questions regarding their compliance issues.
12. Upon request of the Board, compliance letters may be sent between drive thrus for issues reported by Board members. Begin step 7.
13. Drive thrus in Walnut Woods are done once a month.