

Loft Ridge Homeowners Association, Inc.

Resolution 26

Annual Inspection Process

WHEREAS, Article VII Section I of the Bylaws grants the Loft Ridge Board (hereafter referred to as "Board") all the powers necessary for the administration of the affairs of the association in accordance with applicable Commonwealth of Virginia law, as well as Loft Ridge Homeowners Association Governing documents; and

WHEREAS Article X of the Bylaws requires the Board to appoint an Architectural Control Committee to assist the Board in fulfilling its responsibility to protect and maintain the community in the best interests of all of the Association's members; and,

WHEREAS, the Association Members have the responsibility to maintain their units and lots;

NOW, THEREFORE, BE IT RESOLVED THAT the Board establishes the following process for the annual inspection of all units in the community:

| Step | Approximate Date | Task | Responsible Party |
|------|--------------------------|--|-------------------|
| 1 | Mid-March | List of Open Violations (noting year of violation) is included in March board packet. Copies are sent to ACC chair. | Management |
| 2 | April 1-30 | ACC inspects homes using open violation list and annual inspection checklist. | ACC |
| 3 | By April 30 | ACC emails Management and Board updated Open Violations list. | ACC |
| 4 | At May Board Meeting | Board determines course of action to address open violations from prior years. | Board |
| 5 | By May 15 | Management sends out letters notifying homeowners of 90-day timeframe for repairs (for current year violations). | Management |
| 6 | August 15-31 | Using Open Violations list, Management completes second round of inspections to determine whether violations have been addressed. | Management |
| 7 | By August 31 | Management sends out letters with 2nd notice for unaddressed violations. | Management |
| 8 | By October 15 | Management completes third round of inspections to determine whether violations from 2 nd notice have been addressed | Management |
| 9 | By October Board Meeting | Management provides Board and ACC with updated list of open violations. Board determines course of action for all open violations. | Management/Board |

Guidelines:

1. Homeowners must correspond with management in writing to appeal violations.
2. ACC inspections will be conducted by at least two members of the ACC committee. In no instance shall a violation be determined by one person (either ACC or Board member).
3. Once the ACC has completed the spring inspection, the violation list will be submitted to the Board and to the management company. Any changes/revisions/corrections to the violation list must be voted on and approved by a majority of the Board.
4. If the Board approves any changes to the annual inspection violation list, the Board will notify the ACC committee of the changes within 3 business days.

Loft Ridge Homeowners Association, Inc.



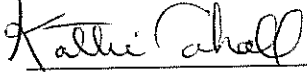
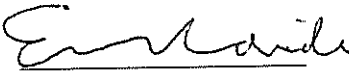

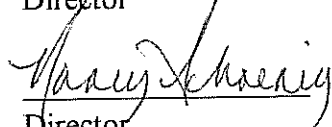
Resolution Action Record

Resolution Type: Regulatory No. 26

Pertaining to: Annual Inspection Process

Duly adopted at a meeting of the Board of Directors on April 17, 2008.

Motion by: Clare Merrill Seconded by:

| Signatures: | Print Name: | VOTE | | | |
|--|-----------------------|------|----|---------|--------|
| | | Yes | No | Abstain | Absent |
| <u></u> Director | <u>Clare Merrill</u> | ✓ | — | — | — |
| <u></u> Director | <u>Karen Dyar</u> | ✓ | — | — | — |
| <u></u> Director | <u>Kathi Cahall</u> | ✓ | — | — | — |
| <u></u> Director | <u>Eric Waide</u> | ✓ | — | — | — |
| <u></u> Director | <u>CHRIS BECKLER</u> | ✓ | — | — | — |
| <u></u> Director | <u>NANCY SCHENITZ</u> | ✓ | — | — | — |
| _____ Director | _____ | — | — | — | — |