

CSPOA	REQUEST FOR INSPECTION PROCEDURE		PROCEDURE ACC 3.01
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REQUEST FOR INSPECTION PROCEDURE

1.0 GENERAL INSPECTION INFORMATION

- 1.1 This procedure is intended to outline steps to be taken for initiating, documenting, investigating, and resolving possible violations received by the Carolina Shores Property Owners Association (CSPOA) Office Staff, Board of Directors, or Architectural Control Committee (ACC).
- 1.2 Possible violations addressed by this procedure shall be limited to activities within the community related to either Property Owners, Property Owners property, Contractors or other entities working or providing services at residences within the community, or on CSPOA common property.
- 1.3 Specific issues related to utilities, i.e. water, sewer, power, telephone, etc., shall be addressed with the utility company. Possible violations related to activities controlled by the Town of Carolina Shores (TOCS) shall be addressed with Town Hall, i.e. street repairs, storm water drainage issues, tree preservation or removal, or other areas identified in town ordinances. The CSPOA will not become involved with trespassing, property boundary line disputes, personal, or domestic issues.
- 1.4 Possible violations may be initiated by CSPOA Property Owners, Contractors who are currently building in CS, Public Utility Companies, or other non-residents as deemed appropriate by the CSPOA Board of Directors.
- 1.5 All possible violations must be initiated in writing by completing CSPOA Form-Request for Inspection 3.01-1 (Exhibit A), which can be obtained from the POA office secretary or accessed on the CSPOA Website at (www.carolinashorespoa.org).
- 1.6 Some types of possible violations related to POA controlled activities may go directly to the Board of Directors for review and action. All other possible violations will be referred to the ACC and recorded in the ACC Daily Activity Log.

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2.0 ACC INVESTIGATION OF POSSIBLE VIOLATIONS

- 2.1 **All information pertaining to the possible violation initiator shall remain confidential.**
- 2.2 Review the possible violation in detail, to determine if sufficient information has been provided to proceed with the investigation. If not, contact the possible violation initiator for additional information.
- 2.3 When the possible violation relates to a specific property owner, review the property owner's file for any supporting information.
- 2.4 Visit the site in question and verify that the possible violation is valid. If the possible violation is correct, document the findings on the form, and if not, so state on the Request for Information form.
- 2.5 The first attempt to resolve possible violations shall be a letter to the property owner or individual identified as having responsibility for correcting the possible violation.

The letter shall state:

The specific DOR Section, By-Law, and/or Guideline involved.

The time frame given to correct or resolve the issue.

The ACC action which will be initiated if the problem is not corrected.

- 2.6 The CSPOA Board of Directors Liaison shall be copied on all letters sent out related to possible violations.
- 2.7 The ACC Chairman shall follow up on all open possible violations and advise the Board of Directors if additional action by the Board will be necessary to resolve the possible violation.
- 2.8 Until the possible violation has been fully resolved, the ACC Chairman will provide periodic updates to the possible violation originator advising him/her of progress, and when fully resolved, the possible violation originator shall be so notified.
- 2.9 Once the possible violation has been fully resolved, close out the possible violation form and scan a copy in the property owner's file.