



**Architectural Review Committee
Semi-Annual Inspection Checklist
For Covenant & Use Enforcement**

Address: _____ **Date:** _____ **First Notice** **Second Notice**

In order to maintain the architectural compatibility and continuity of Highwoods, and for the benefit of all Property Owners, the foregoing Property has been inspected for compliance with the Highwoods Covenants / Architectural Guidelines. **First Notice** – Where violations are noted on the Inspection Report (right-hand column), the Property Owner shall be provided a copy of the Inspection Report via email and U.S. Mail. If the violation is not corrected within **20 calendar days** from the date on the First Notice, a **Second Notice** of violation shall be emailed and mailed to the Property Owner. If the violation is not corrected within **10 calendar days** from the date on the Second Notice, then the Board / ARC will take reasonable measures to have the violation corrected. The Property Owner shall be responsible for all costs and expenses, including attorneys’ fees, associated with the correction. A lien will be placed on the Property until these fees, costs, and/or expenses are paid in full.

Compliant?

Yes No

Comments / Location

LANDSCAPING

- Lawn (grass needed / overgrown, weeds, leaves) _____
- Edging of Driveway / Sidewalk _____
- Bushes / Shrubs (require pruning / dead) _____
- Plant Beds (weeds / need mulch) _____
- Other _____

TREES

- Planting / Removal w/o ARC Approval _____
- Dead / Dangerous Trees or Limbs _____
- Trees Require pruning / trimming _____
- Visible Stumps _____
- Other _____

HOUSE

- Construction / Alteration w/o Approval _____
- Exterior (visible rot, damage, mold, or mildew) _____
- Paint (peeling or in need of repair) _____
- Gutters (require cleaning or maintenance) _____
- Roof _____
- Fence / Gate _____
- Mailbox _____
- Driveway _____
- Sidewalk _____
- Satellite Dish / Antenna _____
- Other _____

For questions or additional information, please contact Highwoodsmadison@gmail.com