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INSPECTION POLICY & NOTICE OF VIOLATION POLICIES

On February 23, 2023, the Highwoods of Madison Board of Directors and Architectural Review Committee (“ARC”) adopted and approved the following Inspection Policy and Notice of Violation Policies, which will be used to enforce the Covenants and Architectural Guidelines for **HIGHWOODS OWNERS ASSOCIATION, INC** found at <https://www.highwoodsofmadison.com/>. We appreciate your efforts and cooperation in maintaining the aesthetics of your Property and the subdivision as we strive to maintain a pleasant environment for all to live in as well as to enhance and preserve property values.

INSPECTION POLICY

1. At least twice per year, each Property within the subdivision will be inspected to verify compliance with all aspects of the Covenants and Architectural Guidelines.
2. The *Semi-Annual Inspection Checklist* attached hereto as **Exhibit “A”** – which may be amended as needed – shall be used and fully completed during the inspection.
3. Any Property Owner may conduct the inspection, except that a Property Owner shall not inspect his/her own Property.
4. Violations are those that are visible from the street and inspectors shall not enter the backyard of the Property during an inspection.
5. Violations found during the inspection shall be noted on Inspection Checklist, which shall include a meaningful description and photograph of the violation. All violations shall be verified by at least one Board / ARC member prior to being sent to the Property Owner.
6. **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.
7. **Second Notice** - 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.
8. 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.
9. Special Provisions
 - a. **Damage to Sidewalk** – All sidewalks are to be maintained by the City of Madison. Damage to the sidewalk should be noted on the Inspection Checklist and the proper entity

with the City should be notified. The Property Owner shall not be responsible for these repairs.

- b. **Satellite Dish / Antenna Visible** – This provision is not intended to impair the installation, maintenance, or use of a satellite dish or antenna within the meaning of 47 C.F.R. § 1.4000(a). However, with the availability of high-speed internet throughout the subdivision, many satellite dishes and/or antennas are no longer in use or are visible from the street. If this section is checked, the Board will make a determination of whether the satellite dish / antenna is being used by the Property Owner. If not, the Property Owner will be required to remove same. If still in use by the Property Owner, the Board and Property Owner will coordinate moving same to a non-visible area where the receipt of broadcast signals is not impaired.

NOTICE OF VIOLATION POLICY – GENERAL

1. In addition to the foregoing, the Board / ARC may provide Property Owners with a ***Notice of Violation - General*** form attached as **Exhibit “B”** for any violation of the Covenants and/or Architectural Guidelines observed throughout the year.
2. A **First Notice** of violation shall be emailed and mailed to the Property Owner. All First Notice of violations shall include a meaningful description and photograph of the violation.
3. 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.
4. 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.
5. Property Owners can submit any perceived violations of Covenants or Architectural Guidelines to highwoodsmadison@gmail.com at any time.

NOTICE OF VIOLATION POLICY - VEHICLES

1. In addition to the foregoing, the Board / ARC may provide Property Owners with a ***Notice of Violation – Vehicles*** form attached as **Exhibit “C”** for any violation related to the unauthorized parking and/or storage of automobiles, recreational vehicles (including campers, boats, watercraft, ATVs, motorcycles, bicycles, go-carts, or any other related forms of transportation devices), trailers, and sports equipment.
2. A **First Notice** of violation shall be emailed and mailed to the Property Owner. All First Notice of violations shall include a meaningful description and photograph of the violation.
3. If the violation is not corrected within **5 calendar days** from the date on the First Notice, a **Second Notice** of violation shall be emailed and mailed to the Property Owner.
4. If the violation is not corrected within **3 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.

5. Property Owners can submit any perceived violations of Covenants or Architectural Guidelines to highwoodsmadison@gmail.com at any time.

PLEASE NOTE:

If a Covenant or Architectural Guideline violation is corrected but reoccurs within 6 months from the date of the First Notice, then the violation will be treated as a continuing violation and not a new violation.

If there are extenuating circumstances involved that may prevent you from correcting any violation in the time allowed, please contact email highwoodsmadison@gmail.com immediately.