

DRAFT

Attachment B: Sample information document for Lakemoor website

Q. Why am I receiving this notice?

A. You've received this notice because your property appears to be out of compliance with neighborhood standards for maintenance and appearance.

Q. Are the standards written down?

A. Yes. They are set forth in Article III of the Lakemoor [Modified Protective Covenants 2008](#). The Board of Directors adopted a [set of clarifications](#) in 2024. Both documents are available at www.kenlake.org.

Q. Who decides that a property is out of compliance?

A. A three-member Compliance Committee, a subcommittee of the Board of Directors selected by the board, decides which properties merit a notice.

Q. How does the Compliance Committee make those decisions?

A. Our property management firm, VIS, drives through our community once per month to photograph any property that they think might possibly be out of compliance. Photos are also taken of dumpsters to begin a 30-day tracking process (see below). Photos are then reviewed by the Compliance Committee to determine whether the photos do show a property out of compliance. First violations receive a courtesy notice, which allows the owner 30 days to take action to:

- Correct the violation
- Appeal the notice
- Contact VIS if the notice was sent in error, wrong address, etc

Violations not corrected, appealed, or otherwise resolved are noted on the next month's drive-through. A fine may be sent at this point.

Q. What are the most common problems?

A. The Compliance Committee periodically shares a summary of its recent activity. Historically, some of the most common problems have included:

- Unkempt yards (unmown lawns, weeds, piles of debris or building materials)
- Refuse carts stored in front of homes or left on the street more than 24 hours
- Dumpsters left on the street beyond the 30-day limit without extension requests

- Dilapidated fences
- Cars parked on lawns or weedy gravel parking spots
- RVs parked more than three days on without asking for extensions
- Excessive moss on driveways or roofs

Notices may also be issued for fences, outbuildings, or other structures erected or trees removed without [Architectural Control Committee \(ACC\)](#) notification or approval.

Q. How common are these notices?

A. An October 2023 to October 2024 tally showed that, across our neighborhood’s 250 +/- homes, about 100 notices are issued in a given year.

	Photos taken	Notices issued	Fines issued
Totals	265	105	19
Monthly average	24	10	2

To track recurrences, VIS maintains a 12-month record of notices.

Q. Can I appeal?

A. Yes, you can appeal by [\[need a description of the process here\]](#).

Q. How can I avoid a repeat?

A. In some cases, concerns can be avoided by notifying the Board of Directors in advance. Examples include long-term landscaping projects, unavoidable (temporary) relocations of vehicles, or exterior storage associated with renovation work.