



SUMMARY

PROCEDURE TO REPORT A FAILURE TO MAINTAIN PRIVATE PROPERTY IN WFCM NEIGHBORHOODS

Bent Tree, Laurelwood, Olde Mill, New Bent Tree, and Sweetbriar

WINSLOW FARM COMMUNITY ASSOCIATION

Management: Pegasus Properties

PO Box 37

Smithville, IN 47458

The following provides WFCM HOMEOWNERS with a SUMMARY of the *WFCM PROCEDURE TO REPORT A FAILURE TO MAINTAIN PRIVATE PROPERTY*. The steps outlined are in compliance with the Indiana Homeowners Association Act, Code § 32-25.5 and WFCM Covenants, Conditions, and Restrictions (CCRs). They address issues that impact the values of neighboring properties and therefore, are in violation of WFCM CCRs. This is a SUMMARY. References to the details of the document appear as italicized numbers in parentheses. The complete document as available at: winslowfarmcommunity.com/minutes-forms.

1. Determine if the problem falls under the City of Bloomington or WFCM authority. If it is a city matter, contact *HAND*. (1)
2. WFCM homeowners should first consider an amicable discussion. (2)
3. If a complaint remains unresolved, use the form “*REPORT FOR WFCM PROPERTY MAINTENANCE CCR VIOLATION*”. (3) The form can be found at: winslowfarmcommunity.com/minutes-forms
4. If after an onsite investigation of the property in question, the WFCM Board determines the complaint warrants action, the Board will send an *Official Notice* to the owner of the property in violation. (4-A, B).
5. The Owner of the property in question may request a *Negotiating Meeting* with the Board within ten (10) business days of receiving the notice. If a *Settlement Agreement* is reached, both parties must sign it. (4-C)
6. If an impasse occurs, the WFCM will take legal action. A written *Legal Notice* will be sent to Owner of the property in violation. (6-A)
7. Either party may request mediation or binding arbitration no later than ten (10) business days after an impasse is identified. The party who makes the request pays all expenses of the mediation. (6-B)
8. If the violation is not corrected within the time limit stated in the *Legal Notice*, WFCM will take practical action-steps to correct the violation. The owner of the property in violation will be charged and invoiced for all expenses, including legal expenses, incurred by WFCM to correct violation. (7-A)
9. If the WFCM is not reimbursed for the above expenses within the stated time limit after the date of the *Invoice*, WFCM will register a lien on the property in violation with the office of the Monroe County Recorder. (7-A-2)

Refer to the complete details of the *WFCM PROCEDURE TO REPORT A FAILURE TO MAINTAIN PRIVATE PROPERTY IN WFCM NEIGHBORHOODS* of *Bent Tree, Laurelwood, Olde Mill, New Bent Tree, and Sweetbriar* as posted on the website at winslowfarmcommunity.com/minutes-forms.