

### Good Property Management Policy 01

The Augusta Shores Owners Association Declaration of Protective Covenants, Conditions and Restrictions, (The Declaration) section 10.18 states the following:

Maintenance. Each lot and any improvements thereon shall be kept in good order and repair, including, but not limited to, seeding, watering and mowing all lawns, pruning and cutting of trees and shrubbery, and painting or other appropriate external care of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management. In the event any Lot Owner, or tenant thereof, fails to properly maintain any lot, or any improvement thereon, then the Association shall have the right, after reasonable notice to the Owner and/or tenant, to perform such maintenance or repair to the property as deemed appropriate by the Association, and to assess the cost thereof to the lot owner, which assessment shall become a lien on the property until paid, and shall be collectible in the same manner as assessments under Article V of this Declaration (emphasis added).

The Board of Trustees defines Good Property management as follows:

Residential Lots: Lots which have a dwelling with resident occupation or not shall be maintained with the start of the mowing season for the common grounds owned by Augusta Shores (4/15) and will continue through 10/15 with such frequency that will:  
:

1. Limit the collection of weeds, leaves, dead tree branches and limbs, so as to not clog drain ditches.
2. Maintain grassy areas and drainage ditches either through or adjacent to the property by mowing and trimming to less than six inches.
3. Trim shrubs and trees to such a level necessary as to not create a traffic safety hazard.
4. Paint, clean and repair all buildings and outside items, ornamental or functional
5. Insure that all improvements do not allow water to drain across roadways or by other means to interfere with traffic safety or neighboring properties.
6. Insure that all dead and diseased trees are cut down and removed in areas adjacent to the roadways\*.
7. In all cases weeds, grasses, shrubs and trees are not allowed to overlap the roadway in any way as to obstruct traffic or become a safety hazard.
8. Lots where construction has started must be maintained to the extent that they do not have out of control weeds, debris and trash.

Non-Residential Lots: Lots where construction has not started. The frequency of maintenance for all Non-Residential Lots shall commence with the start of the mowing season for the common grounds owned by Augusta Shores (4/15) and will continue monthly through 10/15. Lot owners are expected to complete their monthly maintenance by the 15<sup>th</sup> of the month.

Non-Residential lots have from a few to a large percentage of trees. There are some that are high above the roadbed but have a lower driveway access point. In all cases these lots are to be maintained monthly by mowing, brush-hog or weed whacking and dead/diseased trees\* removed in one or more of the descriptions as follows:

- a. The area between the street and the main tree line (3 inch diameter and larger).
- b. A significant portion of the lot needs to be maintained.
- c. Two or more roads bound the lot and multiple areas between the roads and the main tree lines (3 inch diameter and larger) need to be maintained.
- d. The area between the street and the main tree line (3 inch diameter and larger) on multiple sides of the lot needs to be maintained.
- e. The entire lot needs to be mowed, brush hogged or weed whacked and debris removed.
- f. The driveway and lower level areas need to be maintained.
- g. Diseased, dead and fallen trees adjacent to the roadbed need to be removed.
- h. Weeds, grasses, shrubs and trees are not allowed to overlap the roadway, obstruct traffic or become a safety hazard.

In order to accomplish this task lot owners may choose any of the following options:

1. Perform the work yourself.
2. Call any contractor on our web site.
3. Use any contractor of your choice.

Notes:

\* Trees from private property that fall on any roadway and block traffic or pose a safety risk will be cut enough to allow safe passage and the lot owner will be notified of the requirement to have the tree removed. If the tree/s are not removed in two days the Augusta Shores Owners Association will have it removed and bill the owner.

**Good Property Management**  
**Procedural/Process/Timeline Diagram**

Apr  
May  
Jun  
Jul  
Aug  
Sept  
Oct

16<sup>th</sup>

18<sup>th</sup>

22<sup>nd</sup>

24<sup>th</sup>

Start Over

Inspect lots

In Compliance ?

Previous Notice ?

Prepare Non-Compliance Letter

Mail to Non-Compliant Owners

No Action Required

Notify Board of Non-Compliance

Notify Board of Mailing

Post GPM Notice in Spring Newsletter

**Org Responsibility**

Treasurer

Rules Committee

Board

Rules Committee

Board

Correspondence

Secretary

Board Authorizes Services/Fines

Treasurer Initiates Billing Process

Notice of Pending Action To Owner

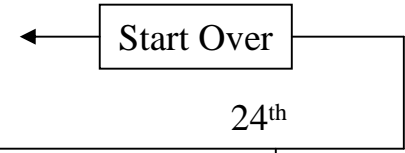
Schedule Mowing or Tree services By 20<sup>th</sup> of the mo.

Prepare 'Notice of Scheduling' Letter

'Notice of Scheduling' To Owner

Fine

Service



no

no

yes

yes

Fine

Service