

**Policy / Procedure**

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**Title: Requirements for Roof Maintenance & Cleaning**

**Purpose: Establishment of a uniform standard for roof maintenance and cleaning**

**Policy / Procedure:**

**Background and Authority:** BSIA, Inc., Deed Restrictions, Section 10 requires that, "The above described building(s) and other structures when completed shall be maintained in a like-new condition and shall be kept freshly painted including side-walls and roofs. It shall be the responsibility of the Director of Community Standards, acting with the approval and support the Board of Directors, and the general membership to enforce this standard.

**Identification of affected roofs:** The Director of Community Standards shall identify properties where the roof is in need of cleaning in order to maintain the "like new" appearance required by BSI Deed Restrictions. This effort may be supplemented by constituting an expanded Community Standards Committee (hereinafter referred to as The Committee) Chaired by the Director of Community Standards. The Director of Community Standards shall maintain a record of observations and actions taken by the Community Standards Committee, and routinely report these observations to the Board of Directors. Having identified properties where the roof requires cleaning, the Director of Community Standards shall mail a written notice to the property owner. This notice shall be written in a courteous manner and indicate that a reply outlining a plan for correction is required within thirty (30) days. Upon receipt of the property owner reply the Community Standards Committee shall determine if the response is reasonable and cooperative. If so, the planned correction shall be recorded for future reference. In the event the property owner fails to respond or responds in an inappropriate or non-cooperative manner The Committee shall record the response and notify the BSIA Board of Directors of the circumstances. In the event the property owner disagrees with the findings of The Committee, he/she may appeal to the Board of Directors for further review.

**Failure to comply:** Property owners who fail to respond, or respond in an inappropriate or non-cooperative manner, shall be reported to the Board of Directors. Members of the Board of Directors having received notification of non-compliance shall inspect the property in question and form individual opinions of the reported condition. This property will then be reviewed at the next meeting of the Board of Directors. If the majority of board members concur with the observations of the Community Standard Committee the property owner will be informed in writing that he/she is required to clean the roof and that an acceptable plan for correction be submitted to the Board within thirty (30) days of the notification letter. In the event the referenced owner fails to comply, the Board of Directors may direct that appropriate legal actions be taken to enforce the deed restriction. The Board is authorized to publish information identifying noncompliant owners and properties in the BSIA Newsletter, thereby, informing the general membership of the situation.

**Authority of approval:**

**Approval by BSIA, Inc., Board of Directors: Date: September 7, 2001**