

SCOFIELD FARMS

The following are procedures for Scofield Residential Owners Association, Inc. (Scofield ROA) Board of Directors and Property Management Company regarding Section XIII. Fences in the Rules and Regulations adopted January 22, 2013.

In order to determine if the Scofield ROA will intervene in the matter of fence repairs and/or replacement the following must occur:

- 1) A written request must be submitted to the Property Management Company prior to any work taking place or money paid for any repair or replacement. The request must include a detailed description of the repairs required and/or reason for replacement, and history of the communication between owners.
- 2) Pictures of the fence in question must be submitted with the written request in order to determine if the fence does in fact need replacing or repair. On occasion a Scofield ROA Board member may request access into the yard of one of the property owners that are having a dispute.
- 3) Any bids obtained to repair or replace must be submitted with the written request.
- 4) Conditions requiring fence replacement involving Scofield ROA include and definition of deteriorated fences include:
 - a. Rotted posts
 - b. Leaning fences
 - c. Broken pickets
 - d. Incomplete pickets due to deterioration
 - e. Unsecured fence panels from their posts
 - f. Fence material so worn and incomplete that such material cannot be reasonably compared to a well maintained fence in compliance with deed restrictions

Upon receipt of the above referenced items the Scofield ROA Board will determine if the situation does require the Scofield ROA to intervene and the following actions will take place:

- 1) If the fence is not found to need replacing, Owner submitting the request will be notified of such decision with reason why.
- 2) If the fence is not found to need replacing but does need repair the Property Management Company will notify both Owners, or the individual Owner responsible, as determined by the Board.
 - a. If it is found that only one (1) neighbor responds to the repair notice, the Property Management Company will notify the unresponsive Owner stating a vendor will be onsite within 30 days to make repairs and their account will be charged any costs related to the repair.
 - b. It is the responsibility of the Owners to continue notification to the Property Management Company if repairs have or have not been made, as it is not visible from the street.
 - c. If neither Owner responds to notices sent for repairs and/or does not report need for follow up notices, the Property Management Company will assume the matter is closed.
- 3) If the fence is found to need replacement, the Property Management Company will notify each Owner that "Vendor" (based on the bids submitted) will be onsite within 30 days to replace the fence and each Owners account will be assessed equally.
- 4) The Property Management Company will contact the Vendor directly to notify them the bid was accepted, set a start date 30 days out from the date of Owner notice, and will instruct them that upon completion the invoice should be sent directly to the Property Management Company for payment.
- 5) Upon receipt of the invoice, the Property Management Company will pay invoice, assess each Owners account and send an invoice to each Owner for the repairs.
- 6) Owner will have 30 days to make payment or additional late and collection fees may be applied.