

MEMORANDUM



TO: CHARLES BOULARD, COMMUNITY DEVELOPMENT DIRECTOR
FROM: BRIAN RILEY, CODE COMPLIANCE OFFICER
MARIO GIBBONS, CODE COMPLIANCE OFFICER
SUBJECT: RESIDENTIAL PROPERTY MAINTENANCE PROGRAM
ZONE: ZONE 1, ECHO VALLEY
DATE: JANUARY 12, 2023

RESIDENTIAL PROPERTY MAINTENANCE

INSPECTION ZONE 1: ECHO VALLEY

Beginning in September 2022, Code Compliance started the Residential Property Maintenance Program, which residents positively received. The program was initially introduced to the HOA leadership, followed by a letter and brochure outlining the program and what was to be inspected. Homeowners provided positive feedback for this collaborative community approach and began correcting deficiencies before inspections based upon the checklist provided. As a result, compliance was achieved after one notice and within the time allotted for the violations that were issued.

Metrics:

- 9/14/2022 HOA Contact/introductory letter and brochure to Residents.
- 10/07/2022-11/07/2022 Inspected 93 Properties.
- Resulted in correction or properties with concerns.
- 5 of the five concerns have been resolved.
- Program resulted in a 100% compliance rate without having to issue Citations.

ECHO VALLEY SUB- DIVISION

PROPERTY MAINTENANCE
PROGRAM



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INSPECTION ZONE 1: ECHO VALLEY

- **Beginning in September 2022, Code Compliance began the Residential Property Maintenance Program, which was positively received by residents. The program was initially introduced to the HOA leadership, followed by a letter and brochure outlining the program and what was to be inspected. Homeowners provided positive feedback for this collaborative community approach and began correcting deficiencies prior to inspections. Of the violations that were issued, compliance was achieved after one notice and within the time allotted.**

PROPERTY MAINTENANCE GUIDELINES



PROPERTY MAINTENANCE CHECKLIST (Sec. 21- 57, 58 EXTERIOR

Generally: The property premises, the exterior of every structure, the interior of every structure, and the systems and equipment therein shall be maintained in good repair, be structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function.

- **Address numbers for each unit visible from the road and at least 4” high. Shall have approved address numbers placed in a position to be legible and visible from the street fronting the property.**
- **Steps, decks, porches, and landings are weatherproof, in excellent/safe condition, and sealed. Handrails/guardrails, where required, are to be sturdy, weatherproof, and at least 30” high.**
- **No unlicensed or inoperable vehicles are parked outside of a garage (exception: covered cars).**
- **All structures, including the garage, she-shed, fence, and pool, shall be maintained and structurally sound.**
- **Roof, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted).**

- **Foundation is structurally sound and weatherproof, with no open cracks or breaks. Openings are sealed to prevent the entry of rodents or animals. The chimney is in good condition (no rust or loose bricks).**
- **Windows, Screen/storm doors in good condition, no broken/missing glass or torn/missing intact and operable. The doors are weatherproof, and all hardware is operable.**
- **Exterior siding, trim and paint in good condition (not missing, peeling, or chipped).**
- **Note – As a rule of thumb, the ideal exterior painting temperature outside ranges from 50 to 70 degrees. Residents are given time due to the cold temperature. June 1st is an expected date for painting if violations occur after October.**
- **Sidewalks and driveway not in disrepair.**
- **All grass and noxious weeds are maintained at less than 8” high. Trees and shrubbery are well maintained. No litter or debris on the property (except within a trash container).**

Metrics

9/14/2022 HOA Contact/introductory letter and brochure to Residents.

10/07/2022-11/07/2022 Inspected 93 Properties.

This resulted in remaining concerns.

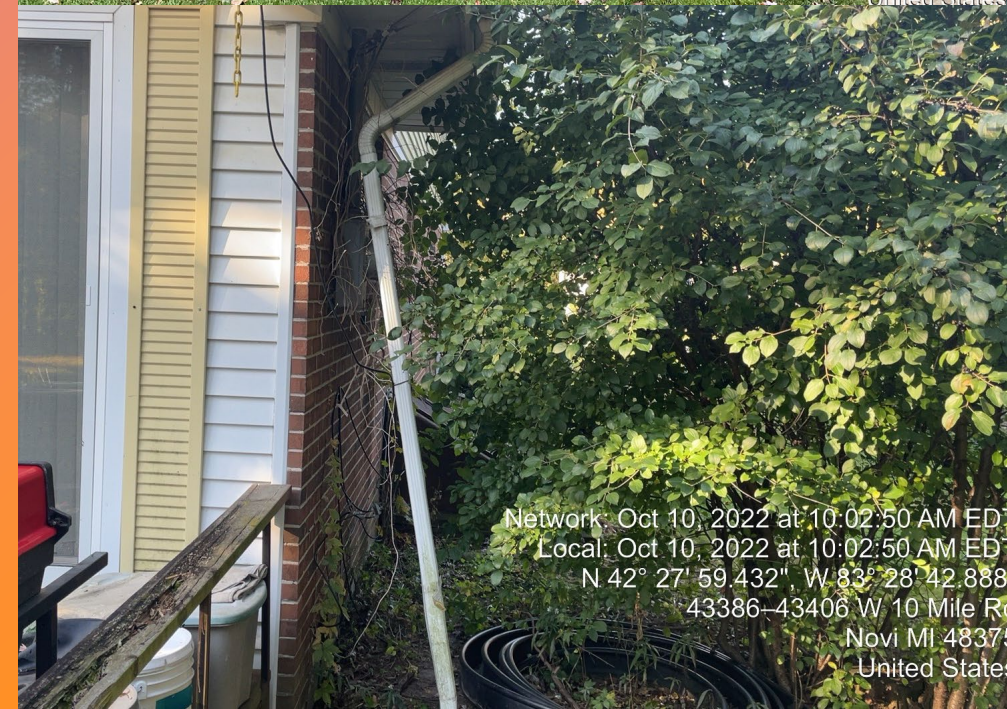
5 of the **5** concerns have been resolved.

Program resulted in a **100%** compliance rate without having to issue any Citations.

CITY OF NOVI METRICS

0 City of Novi			
Neighborhood Property Maintenance Metrics			
Program Year	2022		
Neighborhood	Echo Valley		
Total Parcels	93		
Total Parcels with corrections needed	4	4.30%	
Total violations	5	1.25	Corrections Per Notice
Parcels abated prior to reinspection	4	100.00%	Compliance with First Notice
Parcels requiring 2nd notice	0	0.00%	
Parcels abated by Final inspection	4	100.00%	Compliance w/o Citations
Violations by type			
Grass/Weeds	0	0.00%	
Painting/siding	0	0.00%	
Windows/Doors	0	0.00%	
Roof	0	0.00%	
Gutters and trim	4	80.00%	
Accessory structure/sheds/fences	0	0.00%	
Inoperable vehicles	0	0.00%	
Trash/Debris	1	20.00%	
Other	0	0.00%	
Total		5	100.00%

VIOULATION PHOTOS: GUTTERS IN DISREPAIR





OVERALL GOAL!

- By preserving the value, attractiveness, and desirability of our neighborhoods is critical for the future and financial sustainability of our City.