

# 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

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## **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.