

2020 Community Annual Inspection Proposal



Abaris Realty, Inc.

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About Us

Abaris Realty was founded in 1975 and specializes in community association management. Our mission is to provide the highest quality professional property management service in the Washington metropolitan area. For over 40 years Abaris Realty has demonstrated an industry-leading dedication to excellence, providing unmatched service and value to our clients. This is why tens of thousands of homeowners in over 150 communities trust Abaris Realty to manage their property.

2020 is the seventh year Abaris Realty is offering comprehensive maintenance inspection services. Currently, our inspection services portfolio includes over 30 communities representing over 3,500 homes. Our successful inspection program has helped communities maintain top notch curb appeal and high maintenance standards which ensures the highest property values possible for the community.

The Inspections Team

Abaris Realty has set-up its inspection team to be efficient, proactive, customer-service oriented, uniform, and fair. Our “in house” service facilitates direct coordination between the inspection staff and the management staff ensuring that homeowners are able to get quick answers to questions and that Boards have the peace of mind knowing their standards are being upheld.

Technology

Our inspectors use state-of-the art technology using a proprietary software program developed specifically for the Abaris Realty’s Inspections Department. This software allows for inspection items to be customized to each community, and each report generates a high quality PDF document for each unit inspected. This software also allows the inspection team to quickly provide the inspection reports via email to Unit Owners and Board Members.



Scope of Service

Pre-Inspection Meeting

An Abaris Inspections team member will meet with a representative of the Board of Directors or ACC to determine criteria, priorities, and a schedule. We ask the Board to appoint a liaison from the Board or ACC to communicate with the Abaris Inspections Department through the inspections process. Upon completion of the preliminary meeting, a recap will be sent to the liaison outlining what the inspectors will focus on during the inspection and confirming an inspection date(s) so as to ensure the Board of Director's expectations are met. This is a mandatory meeting as it sets the foundation for an effective inspection.

Initial Inspection

The Abaris Inspector will walk through the entire community and inspect each home. The inspector will note all violations per the criteria set by the Board and issue an inspection report for each unit noting each violation. Each item cited on a report includes a picture of the violation, a description of the violation, and statement describing what needs to be done to correct each violation.

The violations will be compiled into a report which will be forwarded to the Board liaison for review and approval. The liaison can note if they approve of the inspections as presented, or make any minor alternations as needed. Please note, making changes to the results is highly discouraged as it diminishes the fairness and uniformity of the inspection process.

The Inspection Team will give the Board 7 days to respond to the report. Once approved, the violation letters will be mailed to each homeowner. The letter will include a statement of the provision of the governing documents being violated and a timeframe (60 days) in which they must respond. If homeowners have any questions or concerns regarding the notice of citation, they can contact the Abaris Inspection team for clarification.

Re-Inspection

Sixty (60) days after the initial inspection, the inspector will re-inspect all homes which were issued a violation to ensure compliance. A list of all homes that have not complied will be compiled. A certified letter will then be sent out to those owners who have not complied stating what the repercussions are for non-compliance based upon the Bylaws of the community. If a hearing is allowed by the Bylaws, the letter will state when and where the owner is to appear for a fine hearing.



Final Inspection

One or two days prior to the fine hearing, the inspector will complete a final inspection to ensure compliance. A final list of non-compliance homeowners will be sent to the Property Manager and Board of Directors for the fine hearing

Responsibilities

Abaris Realty:

- Provide a pre-inspection meeting and three inspections per the above description
- Craft and mail letters to all units with a violation, to be sent via USPS regular mail
- Craft and mail hearing letters to all units which have not complied within the 60 day deadline, to be sent via USPS certified mail
- Send a detailed report to the Board Liaison at the conclusion of all there inspections
- Provide a website for unit owners to verify approved HOA colors schemes (www.abarisrealtycolors.com)
- Provide an email address and phone number for homeowners to contact if they have any questions

HOA:

- Select a liaison to communicate with the Abaris Realty Inspections department
- Liaison to attend mandatory pre-inspection meeting to define and review expectations
- Respond to all approval requests within five business days

Inspection Schedule

The initial inspection will occur between the months of March and May. Follow up inspections to ensure compliance will be held 60 days after the initial violation letters are sent out. A final inspection will occur two days prior to the hearing so a final list of those who have not complied can be sent to the Property Manager and Board of Directors for the hearing.



Inspection Criteria

Criteria for the inspector will be decided upon during the pre-inspection meeting. Criteria should be decided upon based on the age and needs of the community.

Terms and Conditions:

- Abaris inspectors will conduct the inspection per the proposal. The inspection will occur on a weekday between 7am and 7pm or weekend between 8am and 6pm.
- A written report will be generated within 48 hours after the conclusion of the inspection and will be sent to the Property Manager for distribution and action.
- Abaris Inspections team will wear professional attire while conducting the inspections including polo shirts and jackets that have the Abaris Realty logo embroidered as to clearly identify to residents who is on the property.
- To maintain an unbiased, 3rd party result, the ACC and Board of Directors will not be able to selectively eliminate or add violations to specific homeowners. Criteria used for the inspection will be applied to all homes within the community uniformly.
- To maintain an unbiased, 3rd party result, ACC members and Board members will not be allowed to accompany the inspector during the inspection process.
- The inspector will not come back to re-inspect individual units outside of the three inspections outlined above.
- The Abaris Realty Inspections Department will have latitude to grant 30 day extensions without the approval of the Board or ACC based upon the reasoning of the homeowner. Any extension request beyond 30 days will require Board approval.


2020 Pricing

Cost	\$24 per unit
Postage	Each mailing will be charged at current USPS rates
Printing	\$.50 per color copy and \$.10 per envelope

Thank you for your interest in Abaris Inspections. We look forward to helping your community maintain outstanding curb appeal and high property values.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: 

Date: 6/13/20

EXHIBIT A
Violation Letter Example

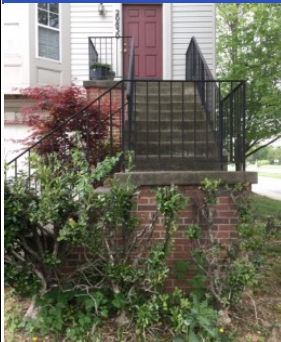


2020 Annual Community Inspection

Michael Johnson
123 Main Street
Germantown MD 20874



Owner Name: Michael Johnson
Property Address: 123 Main Street
Inspector: Jason Piper
Time Stamp: 2019-04-25 15:57:16



Violation Type Overgrown Landscaping/Dirty Stoop
Corrective Action Trim/maincure landscaping and powerwash stoop



Violation Type Bottom of bay window missing
Corrective Action Repair and repaint entire bay window using HOA approved color



Violation Type Deck
Corrective Action Deck needs to be stained using HOA approved stain



Violation Type Bay window damage
Corrective Action Repair and repaint entire bay window using HOA approved color



EXHIBIT B

Violation Cover Letter Example

April 15, 2020

Dear Main Street HOA Homeowner(s):

The Abaris Realty Inspections Department has concluded the annual site inspection of all 189 homes in the Main Street HOA community. The purpose of the annual inspection is to help ensure that all homeowners maintain the exterior of their home in accordance with community standards in order to uphold the overall aesthetic appearance of the community. During the inspection, your home was cited for the reason(s) listed on the cover page. Each violation has been documented with a photograph and a corrective action that is required for compliance.

Please note that the Association Bylaws, Article V, Operation of the Condominium, Section 13 (b)(i) state in part, “Each owner shall keep each Unit owned by him/her and all improvements therein or thereon in good order and repair...including but not limited to... the pruning and cutting of all trees and shrubbery and the painting (and all other external care) of all buildings which compromise the Unit.”

If your home was cited for painting, please be advised that there are specific approved exterior colors for each townhome within the community. A full list of these colors can be found at www.abarisrealtycolors.com. Please note, you may not alter the color scheme of your unit. You must repaint the cited item with the same exact color as it is currently painted, unless you are cited for altering the color scheme without approval, at which time your corrective action will be to repaint back to the original colors.

Homeowners have 60 days from the date of this letter to correct the items cited. The follow-up inspection will take place on or about **Friday, June 14th** to ensure compliance. Please be advised that if the above maintenance item(s) listed above are not corrected by the re-inspection date, the Board will hold a fine hearing as called for in the governing documents of the Association.

It is the Board and ACC’s intention to follow up on the maintenance violations so that Main Street HOA can remain a beautiful place to call home. Once again, we look forward to your cooperation and compliance in this matter. If you have any questions regarding this letter, please contact us at via email at inspections@abarisrealty.com.

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