

Nuisance procedure timeline:

- 1) Complaint received and entered into database
- 2) Database violation sheet printed for inspector
- 3) Inspector visits property and posts handwritten notice and documents/photos violation
- 4) 1st letter mailed to property owner requesting compliance within 7 days_
- 5) Resolution prepared prior to the next scheduled Board of Trustees meeting listing all properties in violation
- 6) Properties revisited and signed resolution posted to property if still not in compliance
- 7) If resolution is posted, title search ordered (received in approximately 4-5 business days)
- 8) FINAL notice sent with copy of resolution to "necessary parties" on title search
- 9) Clean-up scheduled for 7 days from mailing of final notice

NOTE: Above process takes approximately 30-45 days, depending on when complaint is reported and when the Board of Trustees meet.

If violation repeats itself with 12 months of the resolution date, a "repeat nuisance" will be declared and above process starts @ step 8, thus making for a much shorter time period from beginning to end.