

BBTA Encroachment/Violation Program

- 1) General areas and/or specific addresses of encroaching/violating properties are to be sent to the Violations Director via email.
- 2) The Violations Director will check general areas sent to him to find specific addresses.
- 3) A list of the specific encroachment/violations and their corresponding addresses will be reported at the monthly BBTA meeting.
- 4) The BBTA management company will immediately generate 2 violation letters to the encroaching/violating property owners. One will be sent regular mail and one will be sent certified mail.
- 5) The violation letters will include the following:
 - A description of the observed encroachment/violation
 - Notification that the property owner has 14 days from the date of the letter to correct the Encroachment/violation
 - notification that if the encroachment/violation is not corrected by that time, the association Will contract a vendor to perform the task
 - Notification of the specific date that the contracted vendor will remove the items (which will Always be set 3 weeks from the date of the BBTA board meeting)
 - Notification that all expenses incurred will be billed to their account with Bear Branch Trails
 - BBTA contact information
- 6) On the third Wednesday after each BBTA board meeting, a contracted vendor will go to all the properties on the encroachment/violation list to check for compliance and remove any remaining encroachment/violations.
- 7) The Violations Director will follow up with the contracted vendor to make sure that the encroachment/violations were remedied.
- 8) At or before each monthly BBTA board meeting, the BBTA management company will furnish the Violations Director with copies of all regular and certified letters sent from the month before.