

West Highlands Home Owner's Association
Compliance Log (DRAFT)

Date:		Time:	
Home Owner's Name:			
Address:		Lot Number:	
Complaint Generated by:			
Resident Call:		Written Complaint:	
		Site Inspection by Property Manger or inspector:	
Verification of Complaint	Date:	Time:	
Inspector Signature:			

Re- Inspection			
Date:		Time:	
Violation Corrected:	___Yes ___No	Violation Repeated:	___Yes Date:_____
Follow Up Inspection due on : _____			
Inspector Signature:			

Specifics of Violation:
Required Corrective Action:

Street Address: _____

Date: _____

Time: _____

West Highland HOA Compliance Checklist

FEATURE	VIOLATION	CORRECTIVE ACTION
Doors and Windows:		
Front door		
Front screen door		
Back door		
Back screen door		
Screen and storm windows		
Glass and frames		
Window Covering/treatment		
Exterior of Home		
Siding/brick, etc.		
Exterior Paint /Trim		
Decorations/Plants		
Patios/Decks/Porches		
Fences		
Retaining/Barrier Walls		
House Numbers		
Mailbox		
Roof and flashing		
Chimney		
Gutters		
Eaves		
Driveway		
Shed/ Outbuilding/Tool Storage		
Garage/ Parking		
Garage Doors		
Drive Ways		
Walk Ways		
Stairs		
A/C Unit		
Skylights/Solar Panels		
Pools/Hot Tubs		
Exterior Changes		
Additions to Structure		
Fence Installation/Replacement		
Roof Replacement		
Landscape Modification/Installation		
Pool/Water Feature Installation		

Outdoor Fixtures		
Lighting/Ceiling Fans		
Spotlights		
Landscape Lighting		
Porch Swings		
Yard Maintenance		
Drainage		
Soil movement		
Front Yard		
Side Yard		
Back Yard		
Mulch/Pine Straw/Landscape Rock		
Trees/Plants/Scrubs		
Other		
Signs/Seasonal Banners/Flags		
Birdhouses/baths		
Dog/Pet Houses		
Vehicles		
Commercial Vehicles/Equipment		
Basket Ball Goal		
Boat/Trailers/Recreational Vehicles and Equipment		
Wood Piles		
Recycling/Garbage containers		
Rain Barrels		
Compost Piles/Barrels		
Satellite Dishes		
Nuisance and Unsightly Materials		

Key

- | | | | |
|----------|---|----------|------------------------------------|
| A | Approval Not Obtained from HOA | S | Scratched |
| C | Cleaning/Power Washing Needed | T | Trash/Debris Removal needed |
| D | Damaged/Broken | U | Unsafe Condition |
| E | Edging Needed | W | Weed Control Needed |
| G | Grass needs Mowing | | |
| H | HOA Rules/Ordinances Non-compliance | | |
| M | Missing | | |
| N | Needs Painting | | |
| O | Ordinances - Does not Comply with State or Local | | |
| P | Prune/Trim Shrubs/Hedging/Trees | | |
| R | Repair/Replace/Replenish | | |