

PARKWOOD TERRACE IMPROVEMENT ASSOCIATION, INC.

**Violation Procedures
for PTIA Amended Restrictions
and/or City of Baker/EBR Parish Ordinances**

Developed by: Architectural Control and Compliance Committees

November 7, 2023

Purpose: Violation Letters/Forms and Fees serves to:

- Inform Homeowners of their non-compliance
- Identify the Violation
- Recommend what Homeowners can do to rectify the situation, and
- Give a reasonable time frame for them to implement these changes

1. Assess Individual Properties (Homeowners)

- a. Conduct a survey to inspect the community to determine what is grandfathered based on the Restrictions. Take pictures from the street; and/or do a Google Earth pic.
- b. Establish dates for initial survey let residents know through email. Residents that do not have email will have this information hand delivered.
- c. Assign Committee Members by Street Names; Committee members will wear lanyards (with PTIA name badges) during survey.
- d. Make a catalog of pictures, with Owner's Name, Address and Property Description (especially noting Grandfathered Items: i.e., garage apartments, storage sheds, etc.).
- e. After the initial survey, we will survey Bi-Annually for violations (informing residents via email when the surveys will occur).

2. Special Notes

PTIA WILL NOT DOUBLE FINE A RESIDENT. If the PTIA Violation is also a City of Baker/EBR Parish Violation, the resident will be fined by the City of Baker/EBR Parish.

Notify the City of Baker (in-person meeting and email) that as of (Date) PTIA will begin enforcing their Amended Restrictions. Give them a copy of the Amended Restrictions and the Violation Letter/Forms. Let them know we need their help in enforcing the Ordinances.