



Eaglewood Homeowners Association
11915 Lazy Street Eagle River, AK 99577 • (907) 694-6942
www.eaglewoodassn.com • admin@eaglewoodassn.com

Policy and Procedure for Assessment for Damage to Common Areas

1. When damage to common areas within the Association is identified it shall be brought to the attention of the Operations Manager. The Operations Manager will gather the available information as to damage, likely cause, individual homeowner(s) responsible, and estimated cost to repair.
2. The Operations Manager will provide such information along with a proposed assessment to the Board for review. Upon review of the information, the Board will approve, disapprove, or modify the amount of the assessment as it determines in the best interests of the Association.
3. Any amount approved for assessment will be sent in writing to the homeowner through the same process used for notices of violations, noting the date of damage, the type of damage, the proposed remedy or repair, and the actual costs to the Association of the remedy or repair.
4. The homeowner will be provided 14 calendar days from the date of the letter to respond to the proposed assessment. Any appeal or reply submitted by the homeowner will be considered by the Board, after which the Board's decision will be final and any amount assessed applied to the homeowner's account.
5. Any assessed amount will be due upon notification of the Board's decision and be treated in the same manner and within the same timeline as regular association dues and other assessments.