

**PROCEDURES FOR NOTICE TO LEHA**

Pursuant to the Master Declaration the following is the procedure for notice of issues to LEHA by any Member in good standing of any of the provisions of the governing documents other than those relating to Assessments or any of the LEHA's guidelines or standards.

1. Notice of Issue:

An Issue becomes known to the LEHA either by inspection of Lakeshore Estates by agents of LEHA or by written Notice of Issue filed with LEHA at its corporate office on the Notice of Issue below. Issues not in writing will not be investigated.

2. Investigation and Resolution:

Within a reasonable period of time, LEHA will investigate the Issue and make a determination of the validity of the Issue and the cost, if any, to address a resolution of the Issue and make a determination if funds are available to resolve the issue or if LEHA will require an additional Assessment to resolve the Issue.

3. LEHA will include this Notice of Issue in the records of LEHA.

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**NOTICE OF ISSUE**

DATE: \_\_\_/\_\_\_/\_\_\_  
NAME OF MEMBER: \_\_\_\_\_  
ADDRESS OF MEMBER: \_\_\_\_\_  
PHONE MEMBER: \_\_\_\_\_  
EMAIL MEMBER: \_\_\_\_\_

LOCATION(S) OF THE ISSUE

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

DESCRIPTION OF THE ISSUE

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_

EVIDENCE OF THE ISSUE: PHOTOS WITH DESCRIPTION OF PHOTO

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

REQUESTED ACTION TO RESOLVE ISSUE

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

ESTIMATE OF COST TO RESOLVE THE ISSUE:

Your best guess is that the Resolution will cost about \$ \_\_\_\_\_  
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RECEIVED BY LEHA:

DATE: \_\_\_/\_\_\_/\_\_\_ TIME: \_\_\_:\_\_\_ BY: \_\_\_\_\_  
PRINT NAME

NUMBER: \_\_\_\_\_ INVESTIGATOR: \_\_\_\_\_  
GOOD STANDING CONFIRMED: \_\_\_\_\_