



Architectural Change Request and CC&R Violation Tracking

This module allows you to enforce the Covenants, Conditions, and Restrictions of your association(s)

Define CC&R article by association including the following information

- Include the article number and text so it can be reproduced in the violation warning letters
- What the owner should do to correct the situation
- What steps the association will take to correct the situation, including the name of the action
- The time interval that the owner has before the association takes the next step
- Fees to be charged for this step, in any
- Letter to be sent for this step, if any - our program has mail merge capabilities
- Example letters are provided with the software or you can create your own – of course, you can choose to modify one of the example letters using the Condo Manager word processor
- You have the option of adding a reminder to be added in the "To Do" list for followup

Enter violations and track if they are corrected or not

- Enter the following information in the violation file
 - Unit and owner related to the violation
 - Photos and other documents related to the violation
 - Unlimited notes
- Condo Manager will print letters automatically, keep track of letters sent and which ones should be sent next
- Condo Manager will automatically charge the fees, if any, defined by the user
- Enter violations in batches to save time

Print Violations Tracking Reports

- Drive-Thru Inspection Report
- Detailed or Summary CC&R Violations History
- CC&R Inspection List

This module allows management of the Architectural Change Requests

- Enter newly received requests
- Enter request approval or refusal with comments
- Keep a history of requests received, approved and refused

