

# Williamson-Travis Counties MUD #1 After-Hours Deed Restriction Inspector

## Terms and Conditions of Work & Basic Duties and Responsibilities

**General:** After Hours Deed Restriction Inspectors, hereinafter referred to as Inspector is charged with conducting Deed Restriction Inspections during evenings and weekends. The purpose is to detect violations that are not detectable during the normal inspection schedule, including:

- Overnight Parking Violations where prohibited;
- Prohibited parking of trailers, motor homes and prohibited vehicles;
- Detection and confirmation of nuisance violations;
- Detection and confirmation of violations submitted as complaints; and,
- Detection and confirmation of violations as requested by the Deed Restriction Inspector of the Deed Restriction enforcement company, hereinafter referred to as the Deed Restriction Inspector, and approved by the Deed Restriction Committee (DRC) of the Board.

**Conduct of Work:** The Inspectors will conduct at least two inspections per month on a random basis. At least one week should elapse between patrols. Inspections will be on a schedule and covering an area mutually agreed to with the DRC. The Inspectors will conduct additional inspections when requested by the Deed Restriction Inspector with the concurrence of the DRC:

- As required by circumstances detected by the Deed Restriction Inspector.
- As requested by the HOA's and ACC's of neighborhoods included in the DRE service area.

The DRC will establish a minimum and maximum number of inspection hours per month. The DRC is authorized to approve additional hours of inspections when required. Inspections will take place during evenings and weekends. Overnight Parking violations will require some inspections to take place in the 2 to 4 AM period.

Instructions to the Inspectors relative to inspections will be by e-mail from the Deed Restriction Inspector with copies to the DRC. The DRC will establish procedures to assure that it is fully informed about instructions to the Inspectors with the concurrence of the DRC which may be after the fact. Parties authorized

to request inspections will do so through the process described herein so that the Inspectors will receive official instructions only from the Deed Restriction Inspector.

The Inspector will meet monthly with the DRC at the scheduled DRC meetings or at another mutually convenient time and place to discuss the work of the Inspectors and to exchange information and ideas to improve the work.

The DRC will establish a Scope of Work for the services provided by the Inspector, subject to the approval of the Board.

**Contractual Relationship of the Inspector to the MUD Board:** The Inspector shall act as an independent contractor to provide the services herein described. The Inspector will provide his own automobile for the conduct of work under the contract. The Inspector will be reimbursed for expenses required by the Board including auto and persona liability insurance and software or data services required of the Inspector to conduct the work. The Inspector will invoice the MUD monthly for services rendered and will be paid within 30 days for services timely submitted.

The MUD Board shall determine the hourly contracted rate of payment to the Inspectors which shall be subject to adjustment from time to time as the parties may agree, subject to the approval of the Board.

The DRC will establish a formal method of communication between the Inspector and the MUD contracted Security forces.

## **Draft SOW for the Inspector**

### **Prohibited After Hours Parking Inspection Procedure & Prohibited parking of trailers, motor homes and prohibited vehicles:**

The Inspector shall also determine identification of the registered owners of prohibited parked vehicles when possible. The method used to determine owner identification must meet the approval of the DRC. Cost associated with owner identification will be reimbursed to the Inspector upon approval of the DRC and the Board.

The Inspector shall record vehicle license number, description, and parking location address. The Inspector shall contact law enforcement immediately should he encounter any crime or suspicious behavior and report these incidents to the Deed Restriction Inspector. A list of all information derived from inspections shall be forwarded to the Deed Restriction Inspector with copies to the DRC, in a format established by the parties, within forty-eight (48) hours of each inspection.

### **Detection and confirmation of nuisance violations:**

The Inspector shall confirm the location and conditions constituting alleged nuisance violations, including interviewing the complainants if required.

The Inspector shall record all pertinent information that will assist in processing a violation. The Inspector shall contact law enforcement immediately should he encounter any crime or suspicious behavior and report these incidents to Deed Restriction Inspector. A list of all information derived from inspections shall be forwarded to the Deed Restriction Inspector with copies to the DRC, in a format established by the parties, within forty-eight (48) hours of each inspection.

### **Detection and confirmation of violations submitted as complaints:**

The Inspector shall confirm the location and conditions constituting alleged nuisance violations, including interviewing the complainants if required.

The Inspector shall record all pertinent information that will assist in processing a violation. The Inspector shall contact law enforcement immediately should he encounter any crime or suspicious behavior and report these incidents to Deed Restriction Inspector. A list of all information derived from inspections shall be forwarded to the Deed Restriction Inspector with copies to the DRC, in a format established by the parties, within forty-eight (48) hours of each inspection.