

## **NHL Preservation Checklist for Stein Communities**

### **1. Mission Statement**

This will enable the Board and community to focus on the historic significance of the site and how to protect it. Preservation policies will be developed from this mission statement. These policies will facilitate the leadership's proposed preservation decisions.

### **2. Qualified Professionals**

Professional oversight for the historic buildings and landscapes is critical. The Board needs to select these preservation professionals with the assistance and approval of appropriate preservation and government agencies.

These professional duties include advising the leadership, educating the community, and monitoring the historic fabric.

### **3. Education Plan**

This is in three categories. The first is the education of the Board and the manager in the proper management of planned communities and historic preservation. Resources are CAI, local universities, various preservation organizations and the National Parks Stewards' yearly meetings for homeowners of NHLs.

The second category is education of the community's residents and homeowners. It can include newsletters, website, and public lectures. Community education also involves individual members receiving minutes within 30 days of a Board meeting. The third category is education of the larger community. Examples are scheduled tours and public programs.

The proper organization of the archives is also part of this plan.

### **4. Long-term preservation plans for the buildings and landscapes**

These plans include the Historic Resources Report (buildings) and the Cultural Landscape Report (landscape), which follow the general format used by leading NHLs. Also to be included are the more detailed maintenance plans for the buildings and landscapes.

The above plans are to be studied and approved by both government agencies and the community.

It is recommended that the above plans be placed on a website (closed access) for easy retrieval by the leadership, the homeowners, professionals, and government agencies.

## **5. Long Term Financial Plan**

This is to parallel the Historic Structure Report, the Cultural Landscape Report, and the more detailed maintenance plans. This plan is to follow state and funding requirements.

## **6. Governing Documents**

Revision of the current CC&R's and Bylaws need to include proper preservation practices and recent legislations. The proper preservation practices include the involvement of qualified preservation professionals and long-term plans (historic resources report, cultural landscape report, and the maintenance manuals).

Homeowners Manual also is to be revised. It needs to be evaluated by preservation professionals for proper preservation practices.

## **7. Monitoring Plan**

Monitoring of the historic buildings and landscapes are to be done by a team of preservation professionals. Yearly reports will be given to the leadership, the community, and appropriate government agencies.

In addition, the Board and the various committees need to prepare a yearly report for the community on what has been accomplished. This report needs to be sent to the preservation professionals and appropriate government agencies.

These reports are part of the community's archival program.

The National Parks Service will be consulted about this monitoring plan. Adjustments may be made to include the National Parks Service's program for mandatory monitoring of NHLs.

\*The above checklist also serves as funding and disaster recovery guidelines.