

**Newton Conservators Policy for Conservation Restriction (CR) Monitoring  
Approved by Vote of Directors April 28, 2021**

1. Conservation Restrictions (CRs) are monitored by a team of Newton Conservators Directors with assistance from other Conservators members. Monitoring is done on each property at least once a year, usually in the fall.
2. Owners of the properties, including the responsible City agencies, are contacted and invited to accompany the monitors on their site visit.
3. Reports are prepared by the monitoring team and submitted on a form that was voted on and approved by the Board of the Newton Conservators, which includes maps, notes and photos. The form includes all areas that need to be examined for compliance with each CR and includes room for recommendations. All such forms are signed by the monitoring team and kept both in paper and electronic formats.
4. The completed forms are reviewed and edited by a designated Board member and copies sent to the property owners and City agencies along with a list of any problems noted and recommendations for needed work.
5. If any problems with the properties are found during the monitoring visit, follow-up with the owner takes place. If need be, the properties are re-inspected.
6. If CR violations continue, the Newton Conservators may resort to legal means to bring a property into compliance with its CR.

[Note: in 2020, the Newton Conservators monitored 1 privately held CR and 8 CR's on City of Newton owned properties.]