



## Monitoring Guidelines

1. **Beginning of the Year Notice.** At the beginning of each calendar year, the Easement Program Manager will send a notice to all property owners reminding them of the easement held on their property and their shared stewardship responsibilities.
2. **Initial Notice.** Easement Program staff will send written notice of anticipated annual inspection either by hard copy letter or e-mail at least fifteen (15) days prior to the suggested inspection date. All initial notices will be sent to property owners no later than March 31<sup>st</sup> of each year and will provide an opportunity for collaborative scheduling.
3. **Reminder Notice.** One (1) week prior to the scheduled site visit, the Easement Program Manager will send written notice via e-mail of the upcoming inspection.
4. **On-site Inspection.** Easement Program staff will conduct an on-site inspection of the property, assessing the conditions of all structural elements, character-defining features, natural resources, landscape features, and archaeological resources addressed by the easement. Staff will also document visible signs of deterioration or elements that require repair, remediation, or treatment. In the case that the property owner is unable to be present, the property owner may designate a representative to meet with Easement Program staff.
5. **Annual Monitoring Report.** Following the on-site inspection, Easement Program staff will create an Annual Monitoring Report to demonstrate that the Idaho State Historical Society has fulfilled its monitoring obligation, recorded the property's current condition, and summarized any information received or conveyed during the time of the on-site visit. Easement Program staff will provide property owners with a digital copy of the Annual Monitoring Report within thirty (30) days of the monitoring visit. Property owners must return a signed copy of the report within ten (10) days of receipt.
6. **Observed Violations and Deferred Maintenance.** The Annual Monitoring Report will establish necessary corrective actions for issues noted during the site visit and recommend measures and best practices for on-going property maintenance. Should a violation of the terms of easement be identified during the site visit, Easement Program staff will follow the procedures set forth in Section K: Violations of the [Easement Program Policies](#).