



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Hilltop Rentals LLC
4801 Glenneagles
Jonesboro AR 72405

RE: 2620 Crawford Dr #11

I, Michael McQuay, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 20th day of May, 2024.

Michael McQuay
Michael McQuay
Jonesboro Code Enforcement

Subscribed and sworn to before me the 20th day of May, 2024.

Maria Resendez
Notary Public



My commission expires: 10 March 2034



Notice to Board and Secure

05/20/2024

HILLTOP RENTALS LLC
4801 GLENNEAGLES
JONESBORO AR 72405

Case #: 242672

In regards to property located at 2620 CRAWFORD DR #11, JONESBORO, AR 72401

Dear HILLTOP RENTALS LLC,

It has been observed that the building listed above is unsecured, damaged, and/or vacant. **You are hereby directed to board and secure the building within seven (7) days of the receipt of this notice.** The building is to remain secured at all times until the repairs are complete or until such time as the structure is razed and removed.

If you decide to abate this nuisance, you must obtain any necessary permits. All damaged or missing doors and/or windows must be repaired, replaced, or boarded up to prevent entry. All boarding material shall be cut to fit the opening to be secured, weatherproofed, and painted and maintained to blend with the exterior color of the building. Damaged roofs shall be tarped to prevent further weather damage to the interior of the building. **All repairs are to be made and all boarding materials and tarps are to be removed within six (6) months.**

In the event you have not commenced work to secure the building within seven (7) days from the receipt of this notice, the City will take actions required to abate the nuisance. All costs of abatement will be billed to you as owner of the property. Payment of this bill will be actively pursued. A tax lien will be placed on the property until payment is received in full. **A fine of not less than \$100 shall be imposed and an additional fine of \$100 for each day thereafter. (Ord. 19:061)**

Boarding and securing the structure does not relieve the owner of the requirement to diligently repair, rehabilitate or demolish and remove the structure.

Should you have any questions about this process, please call the City's Code Enforcement Office at 870-933-4658.

Cell 870-926-1404 Email: dcooley@jonesboro.org

Sincerely,

A handwritten signature in black ink, appearing to read "D. Cooley", is written over a horizontal line.

David Cooley
Code Enforcement Officer

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

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☐ Adult Signature Restricted Delivery \$ _____

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Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions



9589 0710 5270 0975 5791 26

Hilltop Rentals LLC
401 Glenneagles
Jonesboro AR 72405