HELPING YOU PROTECT YOUR BIGGEST INVESTMENT

SPRING 2015

Barnside Condominium, Inc.

Homeowner's Maintenance Guide

HOUSE INSPECTIONS

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Week of April 27 —Initial Inspection
Week of July 20 —Re-inspection
Week of September 29—Final Inspection Before Hearings
October 13—Hearings

Mark Your Calendar

Homeowner's Checklist

What do the inspectors look for when completing the house maintenance inspection? Here is a sample checklist to use to help you identify any potential issues with the exterior of your home and property.

House & fence stain

Is your house/fence stain peeling? Is the interior and/or exterior of your fence not properly stained? Do you need to complete any wood repair before staining? Be sure to look at your house trim, window trim, door trim, metal railings, light fixture bases, etc.

Fence & Gate

Is your fence leaning or are slats warped or missing? Are there any rotted boards that need to be replaced? Are gate hinges/handles secure? Is your address number located properly on the fence? Is your fence properly stained on the exterior & interior? Is your fence clean from dirt or algae?

Siding

Do you have any rotted or loose siding? Step back & look closely at the side of your home, near the roof peak—it's a spot most homeowners forget to check.

Window Screens & Doors

Are your window screens torn, missing, off track? Are your front door or storm door in disrepair? Are the blinds/window coverings in good condition? Only white/off white window coverings are permitted.

Chimney Cap & Siding

Step back from your home and look up high. Check your chimney cap. Is it rusted? Does it need painting? Check the siding. Rotted wood?

Trash & Debris

Is there an accumulation of items in your yard or patio, such as boxes, bags, etc.? Excess trash or bulky items should be properly disposed via Howard County. Your garbage and recycling containers must be neatly stored.

Trees, Shrubs & Flower Beds

Do you need to prune your shrubbery or trees? Shrubbery/trees must be pruned back at least 2 feet from any building/fence. Flower beds should be neatly maintained—no weeds or dead plants. Bed borders should be in good condition. **Remember white scalloped edging is NOT allowed!**

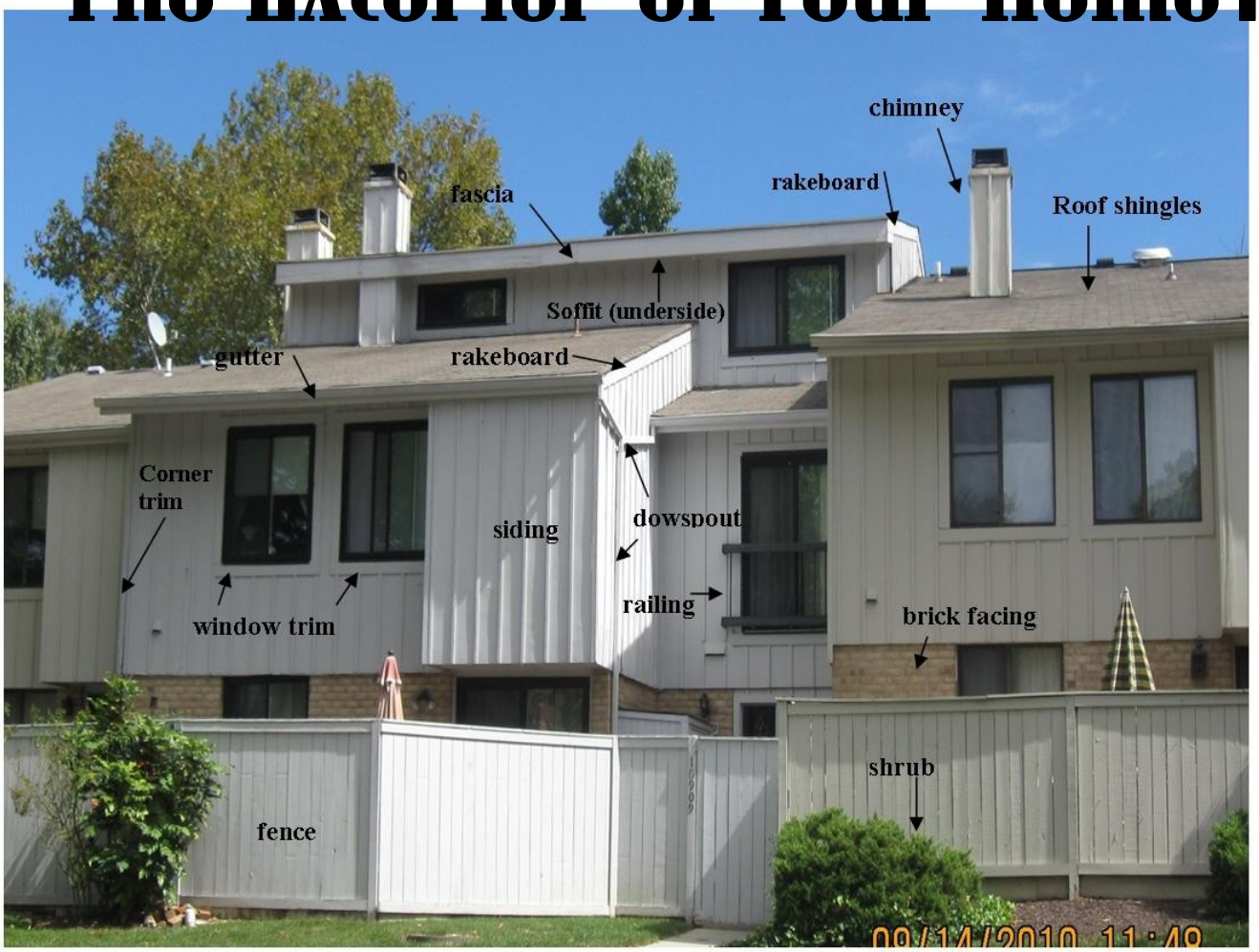
Wood Repairs

Wood exposed to the elements becomes worn and sometimes rots. Rotted wood looks grayish, pockmarked, or has holes developing. Look at the siding, window frames, door frames, and trim (rakeboard) at the top of your house to see if there is wood that requires replacement and staining.

Gutters, Soffits, & Fascia

Are your gutters and downspouts secure to your home and working properly (not clogged with leaves/debris)? Is the exterior of the gutters clean from dirt or algae? Make sure your gutter guards are secured. Check the soffit and fascia to see they are not dropping, rotted, or in need of some stain.

Do You Know
The Exterior of Your Home?



ACCEPTABLE ADDRESS NUMBER LOCATIONS:

On the fence—either on the gate or next to the gate (see examples below)

Communication Is Key

If you are unable to complete the repairs, don't understand your citation, need additional time, or other circumstances arise, please notify the CVI office in writing as soon as possible. It is very important to communicate with your association during the inspection process. We want to help you as much as we can through this process.

DON'T WAIT - COMMUNICATE!

CONTACT: munderwood@cviinc.com

Initial Inspection

Week of April 27

An inspection is conducted and an "Inspection Notice" is mailed to all residents and non-resident owners notifying them of the items that need to be corrected. Owners will have until July 2015 to correct any cited items.

Reinspections

Week of July 20

After approximately 60 days from the initial inspections, the manager will re-inspect the property. If the violation persists, the homeowner will be called to a hearing before the Board of Directors. Owners are given another 60 days to correct the maintenance items before the scheduled hearing date.

Hearing Process

October 2015

A final inspection will be done approximately 1 week prior to your scheduled hearing. If work is completed, the hearing will be cancelled. If not completed, the homeowners' presence is required at the hearing in order to explain why repairs have not been made to the home. At the hearing, the association may assess penalties in accordance with the association's documents.

TRASH DISPOSAL

Trash is collected on FRIDAY and recycling (including yard debris) is collected on WEDNESDAY. Trash or recycling containers should NOT BE PLACED OUT PRIOR TO 7:00 P.M. THE DAY BEFORE COLLECTION AND MUST BE REMOVED AND STORED AFTER PICK-UP, ***OUT OF PUBLIC VIEW*** THE DAY OF COLLECTION. PLEASE MAKE SURE TO PLACE BAGS INTO A TRASH RECEPTACLE.

For Bulk Trash Collection – Howard County provides bulky trash pick-up. Please visit their website for information on proper disposal at http://www.co.ho.md.us/DPW/Bulk_Item.htm.

PET CARE

Pet owners are encouraged to take responsibility for cleaning up after their pets! Howard County Animal Control regulations state that "owners are responsible for removing pet defecation when off their own property".

Residents are strongly encouraged to contact Animal Control (410-313-2780) if you witness any pet owners not properly cleaning up after their pet.

COMMUNITY STAINING PROJECT

The Board of Directors is finalizing the plans to stain all buildings and fences in the community. This project will be completed this year. *For 2015 the following buildings/ addresses will be done: Barnwood Place and Trotting Ridge Way excluding 10901-10911.* To complete this work, the contractor will need clear access to the exterior of your home and your fence. Furniture, stored items, etc. will need to be moved at least 6 feet away from the building. Please plan early to prune back any trees and shrubs located within your gated area at least 24" away from the structure (shrubbery outside the fence will be handled by the association). In addition, if you have rotted wood on your home, please make sure it is replaced and primed so that the contractor can complete a full stain of your home/fence. Any rotted wood on your home/fence will not be stained by the contractor. Work is tentatively slated to begin late July/ early August 2015.

Finding & Selecting A Contractor

FINDING A CONTRACTOR

1. Ask your neighbors & co-workers.
2. Look in the local newspaper, yellow pages, or church bulletin
3. Use the internet
4. Try the local home improvement stores for a listing of contractors.

SELECTING A CONTRACTOR

1. All home improvement contractors must be licensed by the state of Maryland. Deal only with a licensed and bonded contractor. Ask to see the license.
2. Get everything in writing, include a complete description of brands, grades, sizes, weights and colors of materials to be used. Get an expected starting and completion date.
3. By law, the contractor may not require more than one-third of the contract price as a down payment.
4. Ask for references of other recently completed jobs.
5. Do not pay with cash.
6. Insist that all building codes and laws are followed. The Maryland Home Improvement Commission requires that contractors obtain building permits.
7. Ask the contractor for a certificate of insurance.
8. Do not sign a completion certificate until the job is completed, fully inspected, and all corrections are properly made.

Frequently Asked Questions

What if…I need more time to complete the cited items? You can request an extension from the Board. Put your request in writing and either email (munderwood@cviinc.com), regular mail or fax it (301-596-2082). ***Only written requests are accepted*** *to ensure proper handling and tracking of your request.*

What if….I disagree with what was cited? Please put your concern in writing and email (munderwood@cviinc.com). After your home is re-inspected, you will receive a follow-up letter, email or telephone call.

What if…I do not understand what is being cited? Please refer to the house diagram in this newsletter. Remember that when inspections are completed, the inspector looks at your home from the sidewalk or common area in front of your home. To see the rakeboard or other items, it may be easier to stand to the side of your home and look up at the roof line.

Inspection Timeline

Week of April 27, 2015
Initial Inspections

Week of July 20, 2015
Re-inspection

Week of September 28, 2015
Final Inspection before hearings

October 13, 2015
Hearings

Special Edition
Spring Inspections

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