

# BARNESIDE MODZOC MINIMUM



# Inspection Timeline

***Initial Inspection - Between May 2—May 15th***

***Re-Inspections - Week of July 25th***

***Final Inspection before Hearings - Week of September 19th***

***Hearings - October 4, 2022***

## ***Initial Inspection - Between May 2 —May 15***

An inspection is conducted and a letter is mailed to all residents and non-resident owners notifying them of any items that need to be corrected. Owners are given time to correct.

## ***Re-Inspections - Week of July 25th***

After approximately 60 days, the manager will reinspect the property. If the violation persists, the homeowner will be called to a hearing before the Board of Directors. Owners are given time to correct the maintenance items before the scheduled hearing date.

## ***Final Inspection before Hearings - Week of September 19th***

A final inspection will be done prior to your scheduled hearing in October 2022. 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.

# Communication Is Key

If you are unable to complete the repairs, don't understand your citation, need additional time, **need pictures (upon request)** or other circumstances arise, please notify the CVI office in writing as soon as possible. No verbal requests can be processed. 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: [kbrown@cviinc.com](mailto:kbrown@cviinc.com)**

# 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? 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. All fences must be stained to match their house color.

## **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.

## **TREES, SHRUBS & FLOWER BEDS**

Do you need to prune your shrubbery or trees? Shrubby/trees should 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!

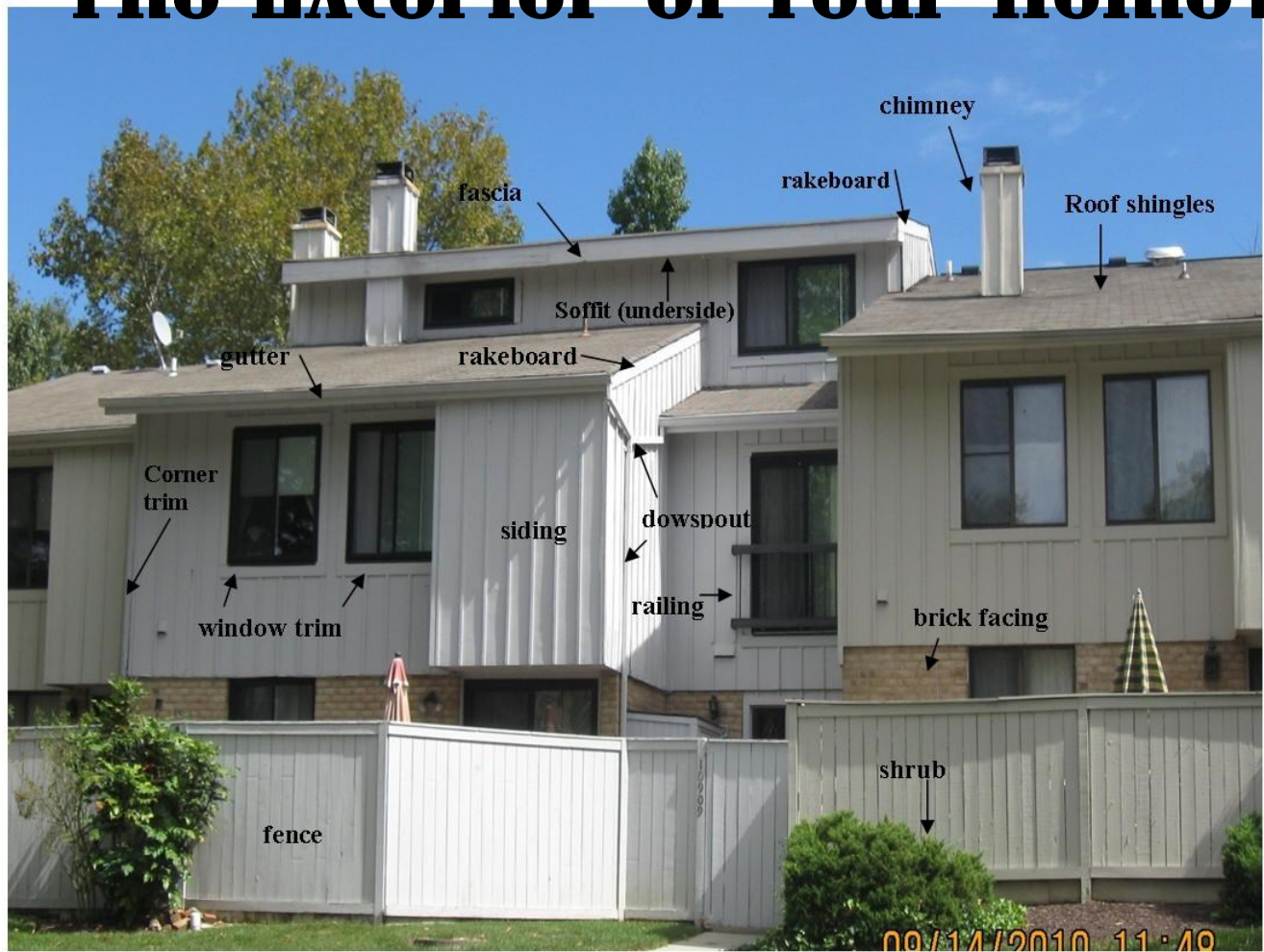
## **WOOD REPAIRS**

Wood exposed to the elements becomes worn and sometimes rots. Rotted wood looks grayish, pock-marked, 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)



# 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.

