

## Huntley Meadows Homeowners Association – Walk-Through Checklist

| Inspected by:             |    |     | Unit #: |        | <input type="checkbox"/> Huntley Meadows Lane <input type="checkbox"/> Ransom Place |               | Date:   |
|---------------------------|----|-----|---------|--------|---|---------------|---------|
| Items to Check            | OK | N/A | Paint   | Repair | Clean-up  | Verify Change | Remarks |
| Front Door *              |    |     |         |        |   |               |         |
| Storm Door *              |    |     |         |        |   |               |         |
| Windows Around Door *     |    |     |         |        |   |               |         |
| Shutters (Slotted / Flat) |    |     |         |        |   |               |         |
| Windows * /Screens        |    |     |         |        |   |               |         |
| - Grilles/Mullions *      |    |     |         |        |   |               |         |
| Bay Window * /Roof *      |    |     |         |        |   |               |         |
| Front Porch /Roof         |    |     |         |        |   |               |         |
| Front Stoop /Stairs       |    |     |         |        |   |               |         |
| Front Walkway*            |    |     |         |        |   |               |         |
| Railing *                 |    |     |         |        |   |               |         |
| Lamp Post * /Cross-bar *  |    |     |         |        |   |               |         |
| Light Fixture on Post *   |    |     |         |        |   |               |         |
| - by Door/ Garage Door *  |    |     |         |        |   |               |         |
| Vent(s) *                 |    |     |         |        |   |               |         |
| Trim * / Fascia / Soffit  |    |     |         |        |   |               |         |
| Siding/ Brick *           |    |     |         |        |   |               |         |
| Gutters / Downspouts      |    |     |         |        |   |               |         |
| Roof * / Rake             |    |     |         |        |   |               |         |
| Garage Door *             |    |     |         |        |   |               |         |
| Front Yard *              |    |     |         |        |   |               |         |
| Sliding Glass Door *      |    |     |         |        |   |               |         |
| French Door(s) *          |    |     |         |        |   |               |         |
| Patio Door(s) * (Bsmt)    |    |     |         |        |   |               |         |
| Storm Door *              |    |     |         |        |   |               |         |
| Windows * /Screens        |    |     |         |        |   |               |         |
| - Grilles/Mullions *      |    |     |         |        |   |               |         |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Sky-Lights  |  |  |  |  |  |  |  |
| Shutters (Slotted / Flat)                                   |  |  |  |  |  |  |  |
| Bump-out /Roof *  |  |  |  |  |  |  |  |
| Vent(s) *   |  |  |  |  |  |  |  |
| Light Fixture(s)  |  |  |  |  |  |  |  |
| Siding/ Brick *   |  |  |  |  |  |  |  |
| Gutters / Downspouts  |  |  |  |  |  |  |  |
| Roof * / Rake   |  |  |  |  |  |  |  |
| - Stacks/Vents  |  |  |  |  |  |  |  |
| - Attic Fan *   |  |  |  |  |  |  |  |
| Deck * / Patio  |  |  |  |  |  |  |  |
| Fence *   |  |  |  |  |  |  |  |
| Yard, including Backyard *                                  |  |  |  |  |  |  |  |
| Bay Window * /Roof *  |  |  |  |  |  |  |  |
| Windows * /Screens  |  |  |  |  |  |  |  |
| - Grilles/Mullions *  |  |  |  |  |  |  |  |
| Shutters (Slotted / Flat)                                   |  |  |  |  |  |  |  |
| Vent(s) *   |  |  |  |  |  |  |  |
| Trim * / Fascia / Soffit                                    |  |  |  |  |  |  |  |
| Siding/ Brick *   |  |  |  |  |  |  |  |
| Roof * / Rake   |  |  |  |  |  |  |  |
| Gutters / Downspouts  |  |  |  |  |  |  |  |
| C<br>o<br>m<br>m<br>o<br>n<br>A<br>r<br>e<br>a<br>:<br><br> | Describe Location & Specify the Issue: |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
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|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |

4/1/2021

See reverse side for Community Standards (\*) and other information on what to look for.

## Huntley Meadows Homeowners Association – Walk-Through Checklist Information

The following information is provided to facilitate the inspector's walk-thru by serving as a quick reference to established Community standards as of April 2021. Please be sure to verify latest policies & standards before sending letters.

| Items to Check         | Ref. | Community Standard (See Ch. 5 of Huntley Meadows Community Handbook for more info)  |
|------------------------|------|---|
| Front Door             |      | Standard: Color right? Style?   |
| Storm Door             |      | Standard: Full view, frame matches trim color (Amber White/Almond).   |
| Windows Around Door    |      | If grilles in transom and sidelight windows present, must be in good repair.  |
| Windows                |      | Trim must be Amber White, unless alternate windows are approved.  |
| - Screens              |      | Are screens there? Are they in good condition?  |
| - Grilles/Mullions     |      | Standard: Required all front windows. Side windows, required all in or all out.   |
| Bay Window /Roof       |      | In good visible condition? Rotting wood? Or N/A, if none for this house.  |
|                        |      | Standard: Metal Roof Painted Flat Black or Copper. Need approval for other color.   |
| Shutters               |      | Match color on door, unless door is Georgetown Green, then shutters can be Pewter.  |
| Front Porch /Roof      |      | In good visible condition? Rotting wood? Or N/A, if none for this house.  |
|                        |      | Standard: Metal Roof Painted Flat Black or Copper. Need approval for other color.   |
| Front Stoop<br>W       |      | Not used for storage, clear of toys, visible hose & trash? Rust spots? Mildew?  |
| Front Walkway          |      | In good condition - broken or cracked steps or cement?  |
| Railing                |      | Metal railings, painted semi-gloss black. Paint not chipping & railing not rusting.   |
| Lamp Post              |      | Standard: Black 3" diameter post, about 4-6' tall, with cross bar.  |
| Light Fixtures         |      | Standard: After 2018: Black 3-light for post and sconce for house (e.g. Feiss Londontowne). Earlier: Polished Brass, 4-panel Carriage Lamps w/ hurricane globe on post.   |
| Vent                   |      | Bathroom, kitchen, clothes dryer and gas fireplaces. Most are either painted black (with brick) or amber white (with siding). Some have approved modifications. Not broken and otherwise in good condition? No birds nesting? |
| Trim (Whole House)     |      | Standard: Amber White (McCormick Paint No. 101)<br>Is it painted the right color? Is it chipped or peeling? In good condition?  |
| Siding / Brick         |      | In good condition?  |
| Fascia / Soffit        |      | Painted the right color? Chipped or peeling?  |
| Gutters / Downspouts   |      | Is the connection to the house and between gutter & downspout good?   |
| Roof                   |      | Standard: Black architectural shingles including Bump-out   |
| - Rake                 |      | Does rake need painting? Repair?  |
| - Roof Stacks, Vents   |      | Painted Flat Black? Straight?   |
| - Chimney or Attic Fan |      | Chimney capped? Attic Fan painted flat black?   |

|                     |  |   |
|---------------------|--|---|
| Garage Door         |  | Standard: Right style? Color matches trim standard. In good condition?                            |
| Sliding Glass Door  |  | Standard: Typical glass sliding doors w/built-in grilles. In good condition?                      |
| Patio Door          |  | Standard: full door window w/built-in grilles. In good condition?                                 |
| French Door(s)      |  | Standard: full door window w/built-in grilles. In good condition?                                 |
| Bump-Out<br>- Roof  |  | In good visible condition? Rotting wood?  |
|                     |  | Standard: Roof matches house shingles and are in good visible condition.                          |
| Sky-Lights          |  | In good visible condition?  |
| Deck                |  | Standard: Design uniform. In good visible condition? Needs washing? Repair? Only shades of brown? |
| Fence               |  | Standard: Lattice top design. In good visible condition? Needs washing? Repair? Not stained?      |
| Yard                |  | Neat? Bushes trimmed? Borders meet standard? Toys & play equipment?                               |
| Backyard            |  | No structures above fence line.   |
| <b>Definitions:</b> |  |   |
| Clean-Up            | When you check this, it means that the item or area is dirty, cluttered, or overgrown such that all that needs to be done is cleaning the item or area.  |   |
| Good Condition      | In general, good condition means that the item or area looks good. There is no broken or cracked glass; no chipping or peeling paint; no visible rotting or damaged wood or other material; no broken or missing parts or materials; and, if applicable, the item or area is consistent with an established Community Standard.  |   |
| Standards           | The governing documents require homeowners to get approval for any changes to the exterior of their homes. Over the years, the ACC has approved changes and then established a Community Standard for an item so that homeowners would not have to continue to ask for permission for making that same change. For example, storm doors. These Community Standards establish the specifications for a particular area or item. Homeowners wishing to do something else must obtain prior approval from the ACC. After approval by the Board, these Community Standards are incorporated into the Community Handbook. |   |
| Verify Change       | When you check this, it means that the item or area is different from the standard, or otherwise appears to be a change to the exterior of the home. This serves to remind the Management Company to check the ACC files to verify that the homeowner obtained the required prior ACC approval.  |   |

ACC-Approved for Use 4/1/2021.