

Walnut Ridge Community Association, Inc.

Annapolis, Maryland

NOTICE OF SPRING INSPECTION

April 17, 2017

Dear Walnut Ridge Homeowners:

The Walnut Ridge Community Association Board of Directors has scheduled the annual Spring Maintenance Inspections for **May 16 - 18**, weather permitting. During this period, ProCom will be conducting a walk-through of the community and evaluating every single unit, both front and rear, for any maintenance items needing your attention. These items may include but are not limited to wood trim, fascia boards, doors, fences, decks, gutters, siding, downspouts, soffits, and landscaping. In addition, you are reminded that front yards should be kept clear of trashcans, recycling bins, bicycles and any other play equipment.

Once your initial inspection is completed, a copy of your report will be mailed advising you of any items needing your attention. For your information and convenience, the Board has established the following timeline in hopes of avoiding any confusion and to help keep everyone on track.

May 16 – 18	Initial Inspections
May 22 - 24	Reports mailed to owners <u>with</u> <u>July 24, 2017 compliance deadline</u>
July 25 – 27	Re-inspections performed
July 27 – 28	Re-inspection reports mailed to owners for non-compliance
August 18	Self-Help and Special assessment fees for all repairs will be applied to accounts for non-compliance owners

Now is a good time for you to take the opportunity to begin your spring spruce-up of the exterior of your property. As a reminder, if you plan to make any exterior additions or alterations, please make certain to submit an A&E Application for Exterior Alteration, Addition or New Construction to the A&E Committee, c/o ProCom, prior to any work being started.

Good maintenance equals increased property values, and the Board looks forward to seeing everyone out this spring enjoying the beautiful community we are all a part of!

Sincerely, The Walnut Ridge, Board of Directors

ProCom

Professional Community Management, Inc.

400 Serendipity Drive
Millersville, MD 21108
(301) 261-0777 (D.C. Line)
(410) 721-0777 (Local)
(410) 721-4854 (Fax)
www.procomgt.com

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2017 Spring Inspection / [Prop. Street Address]

Dear Homeowner(s):

During the spring inspection of your community, the following conditions were observed that require corrective action:

PAINTING / ROTTED WOOD REPLACEMENT

FRONT SIDE REAR

_____	_____	_____	Trim around top window(s)
_____	_____	_____	Trim around bottom window(s)
_____	_____	_____	Top horizontal fascia/gutter boards
_____	_____	_____	Middle horizontal fascia/gutter boards
_____	_____	_____	Bottom horizontal fascia boards
_____	_____	_____	Vertical fascia/corner boards
_____	_____	_____	Rake board/panels along roof peak
_____	_____	_____	Door
_____	_____	_____	Door trim
_____	_____	_____	Front Porch columns
_____	_____	_____	Front Porch railings/spindles
_____	_____	_____	Bay window/bump-out 1st story
_____	_____	_____	Bay window/bump-out 2nd story
_____	_____	_____	Shutters

SIDING / GUTTERS / SOFFITS / DOWNSPOUTS

FRONT SIDE REAR

_____	_____	_____	Repair/Replace siding
_____	_____	_____	Clean siding
_____	_____	_____	Repair/Replace gutters
_____	_____	_____	Clean exterior of gutters
_____	_____	_____	Clean out interior of gutters
_____	_____	_____	Repair/Replace downspouts
_____	_____	_____	Clean exterior of downspouts
_____	_____	_____	Repair/Replace soffit/attic vent

GROUNDS

FRONT SIDE REAR

_____	_____	_____	Weed flowerbeds
_____	_____	_____	Weed turf
_____	_____	_____	Grow/Cut grass
_____	_____	_____	Trim/Remove shrubs/trees

FENCES / GATES / DECKS

FRONT SIDE REAR (of fence / deck)

_____	_____	_____	Replace vertical fence slats
_____	_____	_____	Replace fence top cap board
_____	_____	_____	Repair/Replace fence gate
_____	_____	_____	Repair/Replace deck stairs
_____	_____	_____	Repair/Replace deck railings

MISCELLANEOUS

FRONT SIDE REAR

_____	_____	_____	Replace shutter(s)
_____	_____	_____	Repair/Replace storm door
_____	_____	_____	Replace house numbers
_____	_____	_____	Repair/Replace light fixture
_____	_____	_____	Repair/Replace storm door
_____	_____	_____	Remove debris

ADDITIONAL COMMENTS:

KEY: "RW" : rotted wood: replace as necessary "C" : Clean
"P" : Paint "R/R" : Remove and replace
"L" : Left "R" : Right "T" : Top "B" Bottom

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Frequently Asked Questions of Exterior Elements



Bumpout siding/ roof area for End Unit.
End Unit Owner Responsibility

Bottom Fascia Board: horizontal board that goes around the lower section of a unit that gutter is attached to.



Soffit: the exposed undersurface of any exterior overhanging section of a roof

Rakeboard: The vertical face of the sloping end of a [roof overhang](#)

Gable End Vent- vent to allow air movement in the attic



gutter

Downspout

Top Fascia board: The horizontal board that a gutter is attached to, and in some cases includes the decorative horizontal board immediately below the gutters and/or below the soffit.

Bumpout siding and roof area, side rakeboard belonging to the 2nd unit in from the end. Unit owner responsibility of the unit that adjoins the end unit.

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SOFFIT – the under hang protruding from a structure

TOP FASCIA – a board that is nailed to end of roof rafter usually behind the gutter

BOTTON FASICA – board that goes around the lower section of a unit

PEDIMENT – architectural decoration above door

GUTTER – a channel for draining water off of the roof

DOWN SPOUT – tubular pipe that drains water from the gutter

CHIMNEY CAP – metal covering on top of chimney

RAKE BOARD – finishing board at the end of the roof

GABLE END VENT – vent to allow air movement in the attic

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As a reminder, if you plan to make any exterior additions or alterations, please make certain to submit an Architectural Control Committee (“ACC”) Change Request Form to the ACC, c/o ProCom, prior to any work being started. You may obtain this form by visiting the ProCom website at www.procomgt.com. If you have questions on the documentation required for submitting a Change Request Form, please contact Procom for more information.

Don’t wait for the inspection to take place. Go outside now, perform your own inspection, and start working on sprucing up your property. The goal should be to receive a perfect inspection report; not to wait for the Association to tell you what needs to be done. Good maintenance equals increased property values, and the Board looks forward to seeing everyone out this spring enjoying the beautiful community we are all a part of!

Sincerely,

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