

Potomac Greens HOA CCRs – Homeowner Responsibilities for Maintenance of Property

The purpose of this checklist is to inform homeowners of what items are inspected during property inspections for HOA Resale Documents, and routine periodic inspections for compliance with the Association’s Covenants, Conditions, and Restrictions (CCR) related to Homeowner Responsibilities for the Maintenance of Property.

Property Address: _____

Date of Inspection: _____

| Home Exterior Items | No Discrepancy | Discrepancy Noted / Comments |
|--|-----------------------|-------------------------------------|
| Roof / Roof Trim / Roof Rake | | |
| Gutters | | |
| Downspouts | | |
| Windows / Trims | | |
| Siding | | |
| Shutters | | |
| Door / Door Trim | | |
| Storm/Screen Door (if applicable) | | |
| Stoops / Steps | | |
| Exterior Lights | | |
| Deck / Balcony / Railing | | |
| Garage Door / Trim | | |
| Property Landscaping | | |
| - Grass Lawn (if applicable) | | |
| - Foundation plants, shrubs | | |
| - Trees (if applicable) | | |
| - Decorative Fencing (if applicable) | | |
| - Brick retaining wall (if applicable) | | |

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Reference: Amended and Restated Declaration of Covenants, Conditions, and Restrictions (CCR) of Potomac Greens (September 10, 2004)

Article VI Use of Property

Section 3. Maintenance of Property

(a) Owner Obligations:

- (i) Each owner shall keep the Living Unit, steps, stoops, fences, walls, patios, porches, air-conditioning equipment, decks, individual driveways and curbs adjacent to the driveways, columns and piers, if any, in good order and repair, in a clean and sanitary condition, free of debris, all in a manner and with such frequency as is consistent with good property management. The Owner of the Lot shall be responsible for the maintenance, repair, cleaning, refurbishing, replacement and rebuilding of such stoops, steps, decks, and porches.
- (ii) Each owner shall also be responsible for keeping the front, side and rear yards of his or her Lot in a clean and sanitary condition, free of debris.
- (iii) The Owner shall be solely responsible for the maintenance, painting, replacement and repair of the rooftops, rooftop decks, stairwell enclosures, if any, on the rooftops and privacy fences or other dividers between adjacent rooftops.
- (iv) The Association's responsibility with respect to the mowing of grass, pruning and trimming of shrubbery, mulching, and the replacement of shrubbery is set forth in Article IV, Section 1.
 - If the Owner elects, the owner may be responsible for the mowing of grass, pruning and trimming of shrubbery, mulching, and replacement of shrubbery within the Lot and within any enclosed front and side yards (or enclosed portions thereof) as set forth in Article IV, Section 2.
 - The Owner shall also be responsible for watering the landscaping located within the front, side and rear yards of his or her Lot.
 - Any obligations not specifically stated to be the Association's as described in said Article IV, Section 1, shall be the obligation of the Owner.
 - Following initial conveyance of the property to an Owner, if the Owner does not maintain or upkeep the landscaping, the Association may replace dead shrubbery in the front yard of a Lot, but the cost of such replacement (materials and labor) shall be charged by the Association to the Owner of such Lot as a Restoration Assessment.

- (b) Failure to Maintain – Right to Remove or Correct Violations. If any owner shall fail to maintain such owner's lot of living unit in good repair and condition and in a neat and orderly condition consistent with the CCRs, upon written notice of the Board of Directors, such a violation shall be promptly removed or abated. The cost associated with enforcement, including attorney costs, will be the personal responsibility of the owner of the property to reimburse the association.