

## ANNUAL EXTERIOR HOME MAINTENANCE INSPECTION: 2024 Keeping Windward Estates Beautiful

Inspection Date\_\_\_\_\_

Property address

**Please address / fix items noted in this report by \_\_\_\_\_**

Dear Neighbor:

On an annual basis, volunteers from the HOA will inspect the exterior of residential properties to ensure they comply with the guidelines established by the Windward Estates Homeowners Association. A copy of the guidelines can be found at [www.windwardestates-hoa.org](http://www.windwardestates-hoa.org).

What is being inspected? Your property is being reviewed for appearance, cleanliness, and overall condition. Front and visible side yards, the front and side exterior walls of all homes plus the backyard, pool area and exterior back wall of homes backing Gatlin Ave. will be checked. Upon completion of the first inspection, each homeowner will be issued an inspection report outlining any violations, the required corrective action and date the corrective action must be complete.

The process is as follows:

### FIRST INSPECTION (THIS REPORT)

1. No items marked on your inspection form? Congratulations!! You are keeping Windward Estates Beautiful.
2. Address any issues / problems listed in report within 60 days of the date of this notice.
  - a. If you disagree with the inspection report, please contact any of the HOA Board members within 30 days of the date on this notice and we will meet to attempt to resolve our differences.
  - b. If you have hardships or circumstances that prevent you from making the required improvements, please contact any HOA Board member within 30 days of the date on this notice. We will strive to work with you to develop a reasonable timeline to accommodate your specific circumstances.

**SECOND INSPECTION:** A second round of inspections will be conducted 60 to 90 days following the date of first inspection to address problems listed in the first inspection report. A report will be issued to those homeowners having problems / issue from the 1<sup>st</sup> inspection.

- Homes with NO problems listed on the first report will not be checked again this year.
- Homeowners with issues/ problems from 1<sup>st</sup> inspection, will have 30 days from the date of the second inspection to correct any outstanding issues.

**THIRD INSPECTION:** If items still remain, you will be notified in writing of those issues and what the next steps are, including but not limited to fines until the violation(s) is corrected.

### 2023 - 2024 Board of Directors

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## WINDWARD ESTATES HOME MAINTENANCE INSPECTION: FIRST INSPECTION REPORT

**Paint:** Peeling or damaged paint must be corrected. Mold, mildew, rust and algae growth must be removed. Replace rotten wood and repaint. All exterior doors and door hardware, including locks, doorbells and kick-plates, should be in working condition. Before you change colors on siding, doors or shutters, you must submit an application to the Architectural Review Board (ARB).

Front door\_\_\_\_\_ Door/window trim\_\_\_\_\_ Shutters\_\_\_\_\_ Garage door\_\_\_\_\_  
Chimney\_\_\_\_\_ Shutters \_\_\_\_\_

Comments:

**Siding:** The siding should be clean and free of mold/mildew/dirt. Any broken/missing pieces of siding must be replaced.

Front\_\_\_\_\_ Back\_\_\_\_\_ East side\_\_\_\_\_ West side \_\_\_\_\_ North side\_\_\_\_\_ South side\_\_\_\_\_

Comments:

**Gutters and Downspouts:** Remove debris from inside gutters. Clean, paint and make repairs.

Repair\_\_\_\_\_ Clean\_\_\_\_\_ Remove debris\_\_\_\_\_ Paint\_\_\_\_\_

Comments:

**Windows and Screens:** Windows must not show signs of leakage. Cracks and other visible damage must be repaired. All screens must be free from tears or other defects.

Fix windows/screens\_\_\_\_\_ replace windows/screens\_\_\_\_\_ clean windows/screens\_\_\_\_\_

Comments:

**Lights:** All exterior light fixtures must be in good working condition.

Fix\_\_\_\_\_ replace\_\_\_\_\_ clean\_\_\_\_\_

Comments:

**Landscaping:** General health of grass, including watering, fertilizing, weed control and mowing, should be maintained. Dead/diseased shrubs and trees should be removed and replaced with healthy ones. All landscaping shall be kept from overgrowth.

Any growth that intrudes into public access space (sidewalks, etc.) or neighbor's property must be trimmed back to within homeowner's own property lines. Homeowners who have growth coming onto their property, such as tree limbs, roots, shrubs, vines, etc., are allowed to trim back the growth up to the border of their property lines. No growth is allowed to intrude through or over fencing or wall along Gatlin.

Grass: Maintain a healthy lawn with grass height 2.5 to 4 inches high depending on variety.

Eliminate weeds and return area to grass: front\_\_\_\_ side\_\_\_\_ sidewalk to street area\_\_\_\_

Repair eroded areas and return to grass: front\_\_\_\_ side\_\_\_\_ sidewalk to street area\_\_\_\_

Mow on regular basis to maintain proper height\_\_\_\_

Comments:

**Shrubs, trees and flower beds:** Shrubs and flowers should be kept neatly trimmed and beds should be weed free. Mulch as appropriate. Remove dead/diseased trees or stump.

Trim overgrown shrubs\_\_\_\_ Eliminate weeds from beds\_\_\_\_ Refresh mulch\_\_\_\_ Prune trees\_\_\_\_

Replace dead, diseased or missing shrubs\_\_\_\_ remove dead/diseased tree or stump\_\_\_\_

Comments:

**Street Gutter:** Keep street gutters free of leaves and debris, leaves, grass clippings. Homeowners are responsible for picking up loose or wind-blown trash.

Clean gutter\_\_\_\_

Comments:

**House numbers:** All homes should be clearly marked with house numbers.

House numbers missing\_\_\_\_ House numbers damaged or unreadable\_\_\_\_

Comments:

**Sidewalk and driveways:** There should be no stains/mildew on sidewalks or driveways. Keep these areas weed free.

Clean mildew/stains from sidewalk\_\_\_\_ Clean mildew/stains from driveway\_\_\_\_

Eliminate grass/weeds from sidewalk\_\_\_\_ Eliminate grass/weeds from driveway\_\_\_\_

Comments:

**Fences:** All fences should be free of stains and mildew. Broken, missing pieces or leaning fences must be straightened, repaired or replaced.

Replace missing boards\_\_\_\_\_ Clean fence\_\_\_\_\_ Repair Gate\_\_\_\_\_

Replace wrapped/rotted boards\_\_\_\_\_

Comments:

**Trash and Garbage:** Each owner is responsible for keeping all garbage secured in containers supplied by Orange County. Yard trash may be disposed of in owners' containers. In all cases containers should be removed from the street as soon as possible after trash pickup.

- Containers may NOT be stored in driveway or front yard. Containers can be stored on side of house, preferably behind a fence, but in all cases at least 10 feet from the front of the house.
- Trash and recycling containers may be placed on the street for pick up only after 5 PM the day prior to pick-up and are to be returned to a location specified above by 12 midnight of pick-up day.

No lot is to be used or maintained as a dumping ground for rubbish, trash, or other waste. All trash, garbage and other waste shall be kept in sanitary containers and, except during pickup, if required to be placed at the curb, all containers shall be kept in the garage.

No burning of trash or other waste materials shall be permitted.

Comments:

## **Overall comments:**

### **Tips for correcting common problems faced by homeowners.**

Lawn—weeds, maintenance, etc. The Orange County/UF Extension Center, 6021 S. Conway Rd. has reference materials on the maintenance of Florida lawns—FREE. They will even print out a list relating to your specific needs— FREE!

Mildew on siding—sometimes just rinsing it periodically with a hose will help. Home improvement stores like Lowes carry a spray that you can attach to your hose and clean the siding yourself. It costs about \$9.00. Unfortunately, if you let it go on too long you may have to have it cleaned professionally

***Thank you for your cooperation in making this community a wonderful place to live by maintaining an attractive home and yard.***