

CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.

Sentry Management, Inc.
2200 Defense Hwy., Ste. 405
Crofton, Maryland 21114

Office (410) 721-7171
Facsimile (410) 721-3842

NOTIFICATION OF UPCOMING SPRING EVALUATION

Dear Homeowner(s):

Now that spring has arrived, the Board of Directors and Sentry Management will perform an annual evaluation of our community. The evaluation is performed in order to protect and enhance our property values, watch for safety and health hazards, and to maintain a pleasant and attractive community.

Although most of you monitor and maintain your homes, some oversights may occur. As such, these evaluations can be of great help. Some of the specific items that will be reviewed are listed on the next page.

If your home needs attention, you will receive a notice providing the identified items requiring repair(s) and/or maintenance. All items must be corrected within forty-five (45) days of notification. In the event that you are unable to make the corrections within the specified timeframe, you must notify management, in writing (email acceptable) providing the reasons you are unable to comply and an anticipated date of completion. Depending on the circumstances, the Board of Directors may grant you an extension. If the homeowner fails to comply in completing the maintenance corrections, the Board of Directors is obligated to take certain actions; including possible fines for failure to comply.

Please remember that any changes or modifications to the exterior which may include items such as decks, windows, storm doors and additions, including color changes must be approved. The architectural change request application can be obtained by calling (410) 721-7171 or via email at skennedy@sentrymgt.com. The application is also available on the Chesapeake Station website (www.chesapeakestationhoa.org).

We anticipate every homeowner will put forth the required effort it takes to make our community look its best. Please keep in mind when you receive your maintenance checklist the purpose of this process is to maintain and/or improve our property values. The governing documents require the rules set forth for maintaining our property are enforced. As always, we appreciate your continued support and want to take this opportunity to thank you in advance for your cooperation and compliance.

Respectfully,

Your Board of Directors
Chesapeake Station HOA

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GUIDELINES FOR SPRING EVALUATION

The following criteria has been established for the maintenance evaluations conducted by Sentry Management. The inspections are not designed to determine the structural soundness of any part of the buildings. No exterior changes may take place without the prior written approval of the Board of Directors or the Architectural Committee.

- **GUTTERS** – firmly affixed, intact, sealed, free of debris and clean.
- **SURFACE** – clean, painted, free of deteriorated material an intact as originally designed. This includes, but is not limited to; siding, corner boards, gutter boards, soffits, fascia, peaks, window trim or molding, crown moldings, bay window surface, door trim etc.
- **SIDING** – free of deteriorated material, required painting/approved color, firmly affixed, intact, uniformly attached, and clean.
- **SHUTTERS** – firmly affixed, correct size, painted the approved color, and clean.
- **WINDOWS** – in good repair, seal in tact, clean and clear.
- **AWNINGS** – clean, firmly affixed, approved color.
- **CHIMNEY CAPS** – firmly affixed, intact, clean and clear.
- **HOUSE NUMBERS AND PLAQUES** – firmly affixed, all numbers of the address, intact, painted, and clean.
- **EXTERIOR LAMPS** – firmly affixed, intact, approved size and style, in good condition and in working order.
- **STORM DOORS** – firmly affixed, intact and in working order, approved style, color, and clean.
- **SCREENS** – firmly affixed, intact and in good repair, and clean.
- **FRONT DOORS** – firmly affixed, intact, approved style, painted the approved color, and clean.
- **DECKS** – firmly affixed, intact, approved size, color, style, clean, trash free, and storage free.
- **FENCES** – firmly affixed, intact, approved color, and clean.
- **FRONT AND REAR YARDS** – neat, mowed, free of weeds, debris and stored items.
- **TRASH/RECYCLING BINS** – properly stored.
- **COMMUNICATIONS/TELEVISION CABLING** – properly attached or buried.
- **DRIVEWAYS** – clean and free of weeds, pruned shrubbery, and no dead plants.
- **FLOWERS/SHRUBS/BEDS** – clean and free of weeds, pruned shrubbery and free of dead plants.

****PLEASE NOTE, SOME OF THE CRITERIA MAY NOT APPLY TO YOUR COMMUNITY****