



# Custom Community Management

"A Proactive Community Management Company Serving Your Association"

PO BOX 2225 Cranberry Twp. PA 16066 - (724) 799-5152

## Clearbrook Community Services Association MAINTENANCE AND COMPLIANCE REMINDER

It is of the utmost importance that Custom Community Management enforces all rules effectively and objectively, which the Board of Directors will execute in partnership with all residents. Please take this time to familiarize yourself with the rules and the landscaping guidelines available in Vantaca at [home.cranberrypm.com](http://home.cranberrypm.com). Please make arrangements to address any community standards with which your home might not currently be in compliance. The purpose of this notice is to give you a "head start" to inspect your property for some of the most common maintenance-related compliance issues; please use the below checklist and enclosed photos to help locate areas on your home which may need attention.

### Home Exterior Self-Inspection List

The below surfaces should be in maintained condition (no holes, deterioration, rotting, damage, worn paint, staining or dullness/discoloration). Ensure all aspects of the façade (siding, trim and moulding) and hardscape surfaces (patios, walkways, porches) are free of mold and dirt. Driveways must be crack filled and seal coated or replaced if at the end of their life expectancy.

- |  |  |
|--|--|
| <input type="checkbox"/> Decorative Moulding Above Front Door, Windows & Garage Door                     | <input type="checkbox"/> Siding on All Sides, Elevations, and Peaks of Home              |
| <input type="checkbox"/> All Exterior Trim Boards  | <input type="checkbox"/> Walkway (Concrete Sidewalk Leading from Driveway to Front Door) |
| <input type="checkbox"/> Gutter Exteriors (Along Roof Line) and Trim Board Located Directly Under Gutter | <input type="checkbox"/> Driveway  |
| <input type="checkbox"/> Gutter Interiors (Clean Debris)   | <input type="checkbox"/> Rear Patio / Decks  |
| <input type="checkbox"/> Shutters  | <input type="checkbox"/> Chimney   |
| <input type="checkbox"/> Garage Door   |  |

#### Roof Elevation Siding / Trim

Visible from either the front or rear of homes which share a side with another home, the roof may be higher than one or both neighboring roofs. There is a section of siding / trim, belonging to the home with the higher roof, that makes up for the height difference of the roof elevations. Please inspect that siding / trim for deterioration and damage. Please clean, repair, repaint, or replace that siding / trim in this described location.



# Custom Community Management

"A Proactive Community Management Company Serving Your Association"

PO BOX 2225 Cranberry Twp. PA 16066 - (724) 799-5152

## Storage of items

Please reduce the number of items and neatly store items on the back patio and/or deck. The untidy accumulation of items is prohibited on the exterior of the Unit. This may include bins, empty pots, trash, excess toys, exercise equipment, unused furniture, auto parts, construction materials, etc. Please move snow shovels indoors.

## **Landscape/Yard Maintenance Self-Inspection List**

The below items should be in maintained condition, meaning trees and shrubs are alive, healthy and trimmed; grass is green with minimal weeds and not overgrown; beds are free of weeds and covered in dark mulch or permitted rock type and trash cans are stored inside the home.

- |  |  |
|--|--|
| <input type="checkbox"/> All Landscape Beds (Front, Sides, and Rear of Home) | <input type="checkbox"/> Grass Health/Dead Patches |
| <input type="checkbox"/> Trees and Shrubs                                    | <input type="checkbox"/> Grass Health/Weed Control |
|  | <input type="checkbox"/> Garbage Can Storage       |

Your Board of Directors thanks you in advance for making the community a better place to live for all residents. Please direct all questions about this notice and all compliance notices in writing to [info@cranberrypm.com](mailto:info@cranberrypm.com).

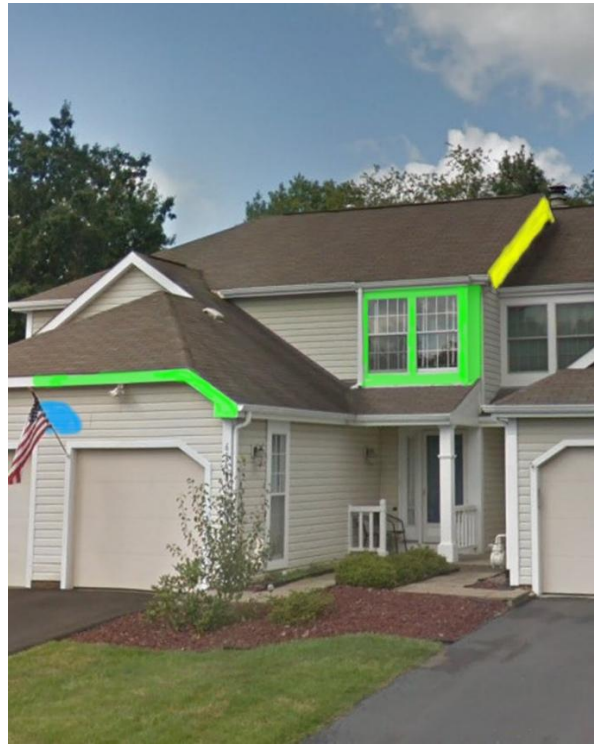
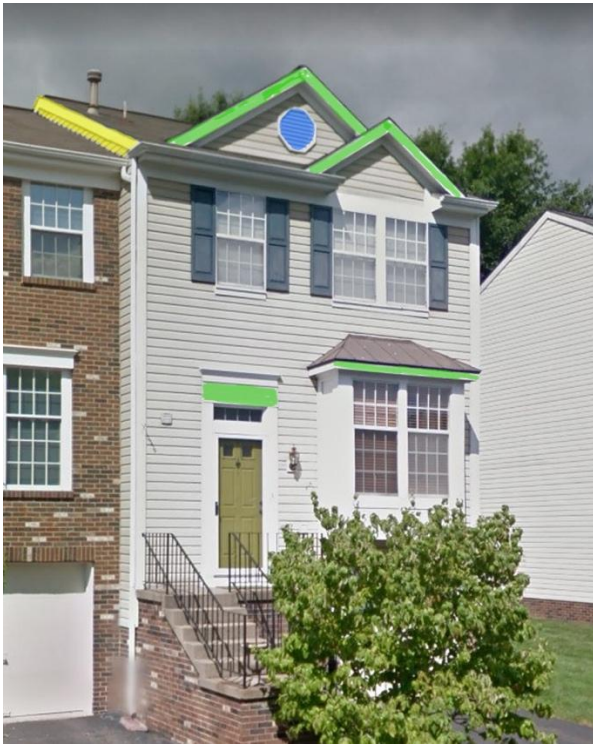


# Custom Community Management

"A Proactive Community Management Company Serving Your Association"

PO BOX 2225 Cranberry Twp. PA 16066 - (724) 799-5152

## Example Homes and Features



**Yellow Area** – Referred to as the “Roof Elevation Siding / Trim”, some units have two exposed (either side of the home) or they are exposed in the rear. Please inspect this siding so that it is not rotted, damaged, or has mold/mildew.

**Blue Area** – Please ensure that the “Exhaust Vent” is free of dirt, debris, and painted.

**Green Area** – Please ensure that the trim around the window, front door, peaks of the roof, etc. are clean and in good condition.