

**TIMBERVIEW CLUSTER ASSOCIATION**

**Type: Policy**

**Date Adopted: 5/14/2012**

**Resolution # 2012-05**

**Exterior Maintenance Standards**

**WHEREAS**, Article IV, Section 1, of the Bylaws states “the affairs of the corporation shall be managed by its directors.” Therefore, the Board of Directors may do all such acts and things except as by law, by the Virginia Property Owners Association Act, by the Declaration or by these Bylaws not delegated to the Board of Directors by the Lot Owners; and

**WHEREAS**, the Board, at their April 11, 1995 Board meeting approved Resolution 4, Timberview Exterior Painting and Maintenance Standards, to preserve the uniformity of appearance of the Timberview Cluster, and to ensure the preservation of the exterior surfaces of townhomes through the adherence to high standards of materials and maintenance; and

**WHEREAS**, due to discontinuation of some originally specified products, the Board adopted revisions to Resolution 4 in May 2001 to specify comparable products; and

**WHEREAS**, specific information regarding products, materials, colors, etc. for exterior paint, stain, roof shingles and other items has since been included and maintained in Timberview’s Architectural Design Standards; and

**WHEREAS**, it is essential to clarify and define exterior maintenance standards, and ~~expand~~ their scope to include more than just painting and staining;

**NOW, THEREFORE, BE IT RESOLVED THAT the Board adopts the following Exterior Maintenance Standards to ensure the uniformity, preservation and quality of appearance of all Timberview Cluster homes and buildings. This Resolution, duly adopted, replaces all previous versions of Resolution 4.**

**I. Architectural Design Standards**

Specific information regarding products, materials, colors, manufacturers, suppliers, etc. for exterior siding and fencing stain, house trim and door paint, doors and hardware, roof shingles, windows, gutters and downspouts, lampposts, lighting and fixtures, house numbers, decks, sidewalks and driveways, and other items is provided and maintained in Timberview’s Architectural Design Standards.

**II. Required Maintenance**

Required maintenance will include, but not be limited to, the preservation and staining of cedar siding and fencing, the preservation and painting of house and garage wood trim and doors, including the replacement of sections or pieces of siding, fencing, trim and doors that become damaged or show evidence of wood rot. Periodic maintenance is also required for other exterior items including door hardware, windows and screens, garage window blinds, roof shingles, gutters

and downspouts, sidewalks and driveways, lampposts and exterior lighting fixtures, decks and patios and yards and landscaping.

### III. Specific Requirements

Specific requirements for the exterior maintenance of buildings and homes in the Timberview Cluster include the following:

- A. Siding and Fencing: To ensure the uniformity of appearance of all exterior cedar siding and fencing within a building, all homes must be stained at the same time; i.e. in the same year, when Entire Building Painting and Staining is required, using only the products, materials and colors specified in Timberview's Architectural Design Standards. Sections of siding and fencing should be replaced and stained as needed if they become damaged or exhibit wood rot. Periodic cleaning or power washing may be required to remove dirt, mildew, bird droppings and stains. If sections of siding or fencing require maintenance that is not coincidental with Entire Building Painting and Staining, special care should be taken to ensure the affected sections are stained to blend with adjacent sections to ensure uniformity of appearance within the building. Fence posts should be vertical and fence boards should be horizontal, and both may require periodic replacement or repositioning.
- B. Trim and Doors: All exterior wood trim and garage and entry doors within each building should be painted concurrently when Entire Building Painting and Staining is done. Additionally, the replacement and painting of sections of wood trim and doors may be required annually if they become damaged or exhibit wood rot. When replacing damaged or rotted wood trim, the use of composite wood products; e.g. PVC, etc. is strongly recommended, especially in areas with limited access and direct sun exposure; e.g. chimney caps, areas between window dormers, etc. Periodic cleaning or power washing may be required to remove dirt, mildew, bird droppings and stains.
- C. Door Hardware: Polished brass hardware (handles and kick plates) on house and garage entry doors, and storm doors if installed, should be cleaned periodically and replaced if a polished brass appearance can no longer be maintained.
- D. Windows and Screens: All windows, including double hung windows, picture windows, transom windows and rear patio glass doors shall have grids or mullions. Damaged, missing or improperly installed grids should be replaced. Window screens are optional, but should either be installed or not installed in adjacent windows or in windows within close visual proximity of each other. Window screens with holes or that have bent, discolored or otherwise damaged frames should be repaired or replaced. Any cracked or broken window glass must be replaced.
- E. Garage Window Blinds: Window blinds shall be installed in all garage windows to enhance exterior appearances by blocking the direct view of garage interiors. Blinds shall be a light color to match the window trim, and they should routinely be kept closed.

- F. Roofs Shingles: Roofs and roof vents should be inspected periodically. Damaged or leaking roofs or roof sections should be repaired or replaced. Roof shingles that become damaged or severely discolored should be cleaned or replaced.
- G. Gutters and Downspouts - Interior: The interior of gutters and downspouts should be inspected and cleaned periodically to ensure they are clear of leaves and debris and function properly. The fascia boards to which gutters are secured should also be inspected periodically for wood rot, and damaged sections shall be repaired or replaced and repainted if necessary. Rain water discharged from downspouts should be directed away from houses and not be allowed to saturate the soil adjacent to home foundations. It should also be directed away from sidewalk and driveway edges to avoid erosion of underlying supporting soil. Water from improperly functioning or positioned gutters and downspouts can result in home and basement interior water damage, and can cause the unleveling and cracking of driveway, sidewalk and stoop aggregate concrete sections.
- H. Gutters and Downspouts – Exterior: The exteriors of gutters and downspouts should be cleaned at the time the house trim is painted, or periodically as required based on condition. Gutter exteriors, or the outward facing sections, should be cleaned with an appropriate cleaning product to prevent premature discoloration or vertical streaking; e.g. “Krud Kutter” is a non-toxic, biodegradable Cleaner/Degreaser Stain Remover used by some contractors, and its concentration can be varied. ZEP products are also available. If gutters and downspouts become discolored or their color fades substantially, they should be painted to match the house trim. If gutters or downspouts become badly bent or damaged, they should be replaced.
- I. Sidewalks and Driveways: Sidewalks and driveways shall be power washed periodically to prevent unsightly discoloration and the accumulation of dirt, moss weeds, etc. Concrete sections shall be repaired, leveled or replaced as necessary to ensure they function as designed; i.e. drain properly and present no hazards or obstacles for pedestrians.
- J. Exterior Lampposts and Lighting Fixtures: Lampposts and lamppost lights are an important integral component of Timberview’s overall design. They are designed and located strategically to provide streetscape lighting, in lieu of streetlights, for both safety and ambience, and they mark the intersection of individual driveways and streets or pipe stems. Lampposts shall not be relocated without Board approval. They shall be maintained in good working order with clean clear glass, a functioning photo cell and three working clear light bulbs at all times. Lampposts should be vertically erect and painted black. Lampposts that lean or become dirty or discolored should be straightened, cleaned, repainted or replaced as necessary. All exterior lighting fixtures shall be maintained as designed; i.e. with clean clear beveled glass, clear light bulbs and polished brass. They should be cleaned and polished periodically. Light fixtures that become damaged or unable to sustain a polished brass finish shall be replaced.
- K. Decks and Patios: All decks (posts, beams, joists and decking), railings (posts, caps, rails and balusters) and steps (risers, stringers and treads) should be power washed or otherwise cleaned, and wood decks should be sealed or stained, periodically for preservation and

appearance. Patios should be cleaned or power washed periodically for preservation and appearance. All decks and patios should be maintained with a neat and uncluttered appearance, to preclude the unsightly accumulation of unused equipment and other items.

L. Yards and Landscaping: Yards and landscaping should be maintained with a neat and orderly appearance. To ensure the overall consistency, quality and desirability of Timberview's appearance, it has been the practice of Timberview Cluster Association, since the community's inception, to provide grounds maintenance services (lawn care, mulching, leave removal, tree pruning, etc.) throughout the community without differentiation between common and private yards. Commensurate with this lack of distinction is the collective obligation of all homeowners to maintain the appearance of their private yards and landscaping for the mutual benefit of all. The following are not allowed:

- Overgrown or dying plants, shrubs and trees; shrubs and trees should be pruned as necessary to not block sidewalks and driveways and to avoid direct contact with painted or stained house surfaces,
- Extended outside storage of unused tools, utensils, hoses, equipment, etc.,
- Accumulation of cobwebs, spider webs, standing water.

#### IV. Annual Inspection

The Board shall ensure the completion of an Annual Inspection of Timberview's 18 buildings and 72 homes by Timberview's community management company for compliance with the Exterior Maintenance Standards provided in this Resolution, and in Timberview's Architectural Design Standards. Annual Inspections will identify required maintenance items. An inspection summary report shall be provided to the Board and letters shall be mailed to homeowners citing individual home inspection results. The allotted time for homeowner correction of required maintenance items, other than Entire Building Painting and Staining, shall be 60 days.

In the event that any homeowner, or group of homeowners within a building, disagrees with the any required maintenance items cited during the Annual Inspection, each shall notify the Board of Directors or community management company, in writing within 30 days of receipt of the Annual Inspection letter, noting the item(s) in question and their basis for disagreement. The Board of Directors will review any disputed items, along with the recommendations of the management company, and will determine a course of action that best adheres to the appearance and maintenance objectives of this Resolution.

The Annual Inspection process will have the following target dates:

April 30 <sup>th</sup>	Annual Inspection completed by community management company
May 15 <sup>th</sup>	Summary report of inspection results provided to the Board
May 31 <sup>st</sup>	Homeowner letters mailed citing required maintenance items
June 30 <sup>th</sup>	30 day deadline for homeowner objections
July 31 <sup>st</sup>	Required completion date for correction of required maintenance items; other than Entire Building Painting and Staining
Sep 30 <sup>th</sup>	Required completion date for Entire Building Painting and Staining

## V. Entire Building Painting and Staining

Various factors impact the number of years that Entire Building Painting and Staining events can be expected to last, and factors can vary among buildings and from year to year. Factors include exposure to direct sun light, severity of winters, weather extremities, lightness or darkness of colors, the condition of underlying wood, quality of the sanding, priming and caulking preparation, the number of coats applied, application technique, the use of proper products and materials, etc. Accordingly, the specifications and guidelines of this Resolution have been adopted with the following objectives:

- Assure the highest possible quality and consistency of Timberview Cluster's overall exterior appearance to enhance general desirability and to protect property values,
- Maximize the expected life of Entire Building Painting and Staining events,
- Ensure, to the extent possible, consistency among building and homes for the required frequency of Entire Building Painting and Staining.

Accordingly, there is no fixed periodicity for Entire Building Painting and Staining, and scheduling will be condition-based as determined during Annual Inspections. In general, Entire Building Painting and Staining should last a minimum of five to seven years. However, partial replacement and painting of wood trim and doors is typically required more frequently. The Annual Inspection process will identify:

- Homes that require Entire Building Painting and Staining in the current year, and
- Homes that based upon their current condition and records of previous painting and staining are likely candidates for Entire Building Painting and Staining the next year. This will allow homeowners to plan for the associated expenditures.

## VI. Exceptional Maintenance

Exceptional maintenance includes repairs needed as the result of damage or destruction of property other than resulting from normal weathering and aging of the exterior surfaces of homes such as fire, hail, snow, ice or wind damage, destruction from falling trees or limbs, etc. Repaired surfaces must be stained or painted in accordance with all approved product, material and color specifications and application guidelines. When significant damage has occurred the Board of Directors will review the condition of the building and determine whether the condition of the building in its entirety requires maintenance as specified in Specific Requirements section of this Resolution.

## VII. Product, Material and Color Specifications

All exterior paint, stain, roof shingle and other product, material and color specifications are provided in Timberview's Architectural Design Standards. The use of non-compliant products, materials or colors shall not be permitted. No product, material or color substitutions or guideline deviations shall be permitted without prior written authorization of the Timberview Cluster Association Board of Directors.

Resolution effective May 14, 2012

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Policy Resolution was \_\_\_\_\_ mailed or hand-delivered to the owners/members of Timberview Cluster Association, on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Secretary

**Timberview Cluster Association**  
**Resolution 2012-05, Exterior Maintenance Standards**  
**Appendix A - Exterior Paint & Stain Application Guidelines**

**I. AREAS TO BE PAINTED**

- A. All exterior cedar siding on houses and garages and cedar fencing are to be stained using the products and colors specified for that area.
- B. All exterior wood trim on houses, garages and windows, garage and entry doors, rear deck and patio doors, etc. are to be painted using the products and colors specified for that area.
- C. A minimum of two coats of paint and stain should be applied to all areas.

**II. PRODUCTS**

- A. All paint and stain product, material and color specifications are provided in Timberview's Architectural Design Standards. No product, material or color substitutions should be permitted without prior written authorization of the Timberview Cluster Association Board of Directors. All materials must be in their original containers complete with manufacturer's label, except material blended on site prior to application.
- B. If when doing any exterior painting or staining, there appear to be any product, material or color mismatches with adjacent homes, work should be stopped until and the cause of the mismatch is determined and corrected.

**III. SURFACE PREPARATION**

- A. Peeling: All loose and peeling stain or paint should be removed. Scraping and sanding by hand or machine sanding are acceptable methods.
- B. Power Washing: All wood surfaces are to be prepared using a quality cleaning solution. Surfaces should be free of all dirt, surface film, blistered paint or any materials that will not allow proper paint or stain adherence and adversely affect the final appearance. Small sample areas should be tested to ensure the desired results will be achieved. Excessive water pressure can cause damage to wood surfaces.
- C. Gutters and downspouts: All should be removed and reinstalled or replaced as part of the job. Once removed, underlying fascia board and trim should be inspected for mildew and wood rot. Damaged or rotted sections should be replaced. All fascia board and trim should be primed and painted before reinstalling the gutters and downspouts. Gutters and downspouts that have aged such that their finish is discolored or cannot be restored by cleaning, should be painted to match the house trim, or replaced.
- D. Mildew Removal: All wood trim and siding should be inspected for mildew and tannin bleed. All mildew and tannin bleed stains must be completely removed prior to paint and stain application.
- E. Wood Replacement: All rotted or damaged wood should be replaced. Replacement wood should be back primed or stained prior to installation to reduce potential moisture damage. The replacement of wood trim with composite materials that will not rot is highly recommended, especially in areas that are not easily accessible or visible, or that are shaded and damp, such as chimney tops and between window dormers.
- F. Nails: All nails should be hammered flush or re-nailed to eliminate protruding nail heads.
- G. Old Caulking: Old caulking should be removed, as practical, and the associated areas should be re-caulked using specified caulking materials.
- H. Finger Joints: All finger joints should be spot primed.
- I. Knots: All knots should be sealed with an alkyd based knot sealer.

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**Appendix A - Exterior Paint & Stain Application Guidelines**

**IV. APPLICATION**

- A. The order of application should be priming, followed by caulking, and followed by application of final coats of paint or stain.
- B. Contractors should comply with all local, state and federal health, safety, environmental and fire regulations.
- C. Paint or stain should not be applied over wet or damp surface areas or when rain is imminent.
- D. All cracks should be caulked to be full, level and smooth with adjoining surfaces. Areas that have been scraped or that show bare wood should be properly primed, and a minimum of 48 hours under favorable weather conditions should elapse before any final coats of paint or stain can be applied.
- E. All paint or stain should be mixed thoroughly before and occasionally while applying. If the job requires more than one batch, they should be blended together.
- F. Contractors should follow all label instructions and apply paint and stain evenly with a brush or roller. If any paint or stain is first applied via spraying, it must then be brushed or back-rolled.
- G. A minimum of two (2) coats of paint and stain should be applied.
- H. Contractors should produce a properly painted surface i.e. one that is uniform in appearance, color and sheen, and one that is free of foreign materials, lumps, skins, runs, holidays, misses, strike-throughs or insufficient coverage. It should be free of drips, splatters or spills caused by the contractor.
- I. Contractors should be responsible for any shrubs, plants or landscaping items damaged during the course of his work. Contractors are also responsible for adjacent surfaces and items not part of this work from splattering, spillage and overspray.
- J. Contractors should be required to clean the job site at the end of each day, removing any debris created.
- K. Contractors should remove spills and overspray from adjacent surfaces and restore to original condition or replace with new materials to the satisfaction of the owner.

**V. TIMELY COMPLETION**

- A. Contractors should complete each job within 30 calendar days unless impacted by bad weather, for which extra days should be allotted.
- B. All work should be performed Monday through Saturday.

**VI. INSURANCE & WARRANTY**

- A. Homeowners should require contractors to provide proof of insurance and/or being bonded before signing a contract. Contractors should guarantee their work, which should be stipulated in the contract. Based upon manufacturer provided information for the specified paint and stain products, reputable contractors should be willing to guarantee their exterior siding stain, door paint and wood trim work for a minimum of four or five years.



