

## **Lot-by-Lot Inspections**

Lot-by-Lot inspections begin on or about March 1, each year. If you are new to Ashburn Farm Association and unacquainted with this process, let us explain.

Lot-by-Lot inspections are conducted each year by Association staff, generally from March until November. Association Staff visit each and every property in Ashburn Farm (excluding the condominiums) taking time to walk the perimeter of each lot and assess the condition of each property.

### ***Why do inspections?***

Why expend the resources to do this, you might ask. Well, we expend this level of resource to make certain that we're doing all we can to do ensure that Ashburn Farm property values remain high. It's also our opportunity to check-in with you to make certain that we're both in agreement about the condition of your property and that as a homeowner, you fully understand your maintenance obligations under the Governing and Architectural Guideline documents. Annual lot inspections are another resource used by the Association to ensure that all property owners are consistently and uniformly maintaining their homes. Whether one lives on the southern side of the Farm in a neighborhood that was constructed early in our community's development or at the northern end of the Farm with more recent construction, the Association strives to work throughout the community, with each property owner to keep the aesthetics of the community pleasing. The superior condition of our various neighborhoods is what attracts people to Ashburn Farm, and why they generally remain in the community for many years.

### ***So, how are these inspections done and what are you looking for exactly?***

Now, more about the inspections themselves. When we inspect, we're using our Governing documents, including the Architectural Guideline document, as a benchmark. We're examining your rake boards and ledger boards, shutters, and dormers for any wood deterioration and fading paint. We're doing a visual to see if your gutters, downspouts and drains appear to be securely attached and are in good condition. We're going to inspect the appearance of your deck, patio and any other exterior improvements that may exist. If you have a lamp post, we'll note if the lamp is operating properly and the general condition of the lamp. We'll check your siding for discoloration and excessive dirt or other damage or stains. Also noted will be the location of any portable basketball goals or play equipment. Trash cans and recycling containers not stored properly will be noted as will be lawns that need to be cut or trees that should be pruned. Finally, we'll check to make certain that your house numbers are attached and easily visible from the street which is a requirement of Loudoun County code.

Please keep in mind that the inspection is not a comparison to the other homes in the neighborhood or community, but rather the community standard and any violations are not the result of a complaint, but rather a quick assessment of your property at that particular moment in time.

### ***The inspection report***

Once the inspection has been completed, properties where we've identified concerns or violations will receive an inspection report letter in the mail, along with an estimated timeframe for correction. In situations where the violation is particularly serious, or difficult to adequately describe a photograph of the problem may accompany the inspection report letter. Additionally a photograph of any violation can be requested, but please note that homes with multiple violations of the same type are not all photographed.

The following is a list of a few simple corrections you can make to avoid common lot-by-lot violations.

- 1) Store all toys and recreation equipment out of view,
- 2) Double check that your trash and recycling containers are stored out of view on non-trash days,
- 3) Make certain the general exterior of your home is in good order and check your garage door for peeling paint.
- 4) Look up! Rakeboards located at the roof line and just under the shingles should be checked for paint condition. Often paint is faded or peeling in this area. This is the #1 problem we identify on homes throughout the community.
- 5) Check the wood trim around windows and doors. If the wood is deteriorating and paint is needed, get that work scheduled now for early spring.
- 6) If you made an exterior improvement last fall and forgot to get approval, don't delay any longer. Visit our website, [www.ashburnfarmassociation.org](http://www.ashburnfarmassociation.org) to download the appropriate forms.
- 7) In the spring and throughout the summer and fall, make certain your lawn is mowed and any landscaping is being maintained. Simply put ...your lot should be tidy.

If you already know you've got larger issues, schedule the maintenance ahead of time. Once lot-by-lot inspections start, many owners will find contractors book up quickly for spring and summer. Please notify us if you've received a notice from us for a violation on which work has already been scheduled. This will avoid receiving a violation reminder letter in the mail.

***Recently moved to Ashburn Farm?***

If you have just recently purchased your property, you should have received a Homeowners Disclosure Package from the seller. The package included information about a detailed inspection we did of the home and any noted violations. Since this is the most comprehensive inspection we perform and we keep this information on record for follow-up, we'll skip a property inspection of your property during the Lot-by-Lot process. If the property had violations at the time of the disclosure inspection, you're already in the process for a follow up inspection.

You are encouraged to begin looking at your home now. Certainly weather plays a big role in painting and exterior maintenance, but it doesn't affect the proper storage of children's toys or garbage cans or the scheduling of obvious repairs.

***Other questions?***

Give the Covenants Department a call at 703-729-6680 or send an e-mail to [covenants@afhoa.net](mailto:covenants@afhoa.net). We're here to help you.

## **Lot by Lot Inspections- FAQ's**

As with any project of this magnitude, questions arise regarding the process. Below are some frequently asked questions and answers designed to provide our homeowners with a general understanding of the overall lot-by-lot inspection process. As always, homeowners are welcome to direct specific questions regarding their individual inspections to the Association's office.

### ***What is a lot by lot inspection?***

A lot by lot inspection is a visual inspection of the exterior appearance of the property.

### ***What is the purpose of the lot by lot inspection?***

The purpose of the inspection is to maintain the uniform appearance of the community and to ensure homeowners keep their properties in accordance with Association guidelines.

***Is every home in the community included in the lot by lot inspection process?*** Every single family and town home is subject to inspection. Apartments and condominiums are not subject to inspection by the Association.

### ***How often will lot by lot inspections be performed?***

The lot by lot inspections will be performed annually.

### ***What happens if my home is cited for a violation as a result of the lot by lot inspection?***

A first notice of violation is sent. If the violations are not abated, a second notice is sent stating a compliance due date. If the violation continues, the homeowner is then called to a hearing before the Board of Directors.

### ***What are some of the most common violations cited in the lot by lot inspections?***

Some of the most common violations are rake boards that need to be painted; trim needs to be painted or replaced; unsightly debris and other items located on property; unauthorized external modifications done to property.

### ***What is a rake board? Fascia board? Etc.***

A rake board is the diagonal trim running along edge of roof shingles. A fascia board is the facing band along the top of a wall just below the roof. For a complete list of glossary terms, please refer to pages 56 and 57 of the Association's Architectural and Environmental Guidelines.

### ***How long do I have to correct the violation?***

The first notice typically gives two weeks to correct a violation however a homeowner may request additional time by contacting the Association Office. You may be required to provide an explanation for the request.

### ***Can a violation notice be removed from my file once it's corrected?***

No. The violation notice remains a part of the file however it is noted as CURED once the violation is corrected.

### ***What happens if my home is incorrectly cited for having a violation?***

The Association staff makes every attempt to avoid this happening however if it does occur, the violation is removed and a correction memo is placed in the unit file.

