



## **Architectural Inspection Checklist - for sale of properties**

The Architecture Committee performs an inspection of the exterior features of an HOA property as soon as the Committee becomes aware that a property is or will be listed for sale. This inspection covers only the exterior features of the property to ensure compliance with any requirements and specifications in the current CC&Rs and Architecture Committee policies and Guidelines. The blank form for the inspection, along with sample reports can be found in the "CH Architecture Committee" file in the sub-folder "ACR Blank Forms."

With the inspection, the property will be categorized as having:

- 1) No Violations
- 2) Violations that are required to be corrected and reinspected before the property will be cleared for closing with the title company. Violations are described and instructions provided for resolving the issue either on the form or an attached page.
- 3) Additional concerns – this includes repairs and maintenance issues that do not fall into the category of a violation(s) but rather these are recommendations which the Committee feels will improve conformity with CC&R requirements as well as freshening the overall appearance and marketability of the property.

When completed, copies of the HOA inspection are provided to:

- 1) the homeowner/seller of the property
- 2) the seller's real estate agent
- 3) the Board member who handles the HOA communications role and is responsible for responding to the title company demand letters
- 4) HOA file/archives – stored electronically in the "CH HOA Activities" file in the sub-folder "CH Architecture Committee" by street address.

This inspection is especially important at the time of the sale of a property as it is a time when the HOA, through the Architecture Committee, can most easily require compliance with the CC&Rs in order to maintain the desired uniformity in the look and color throughout the HOA. It does not take the place of a home inspection conducted by a certified home inspection service for the potential buyer. The results of this inspection are not provided to the potential buyer or the buyer's real estate agent.

In the past, the original HOA color palette consisted of a 5 color combination. To make it easier for residents, a new, simpler palette was created some time around 2013-2014 and the number was reduced to just 3 colors (plus black for all wrought iron features). The older color palette can still be encountered with properties (1) occupied by older long-term residents who have not repainted their property during the time they have lived in the HOA; or (2) with properties that changed hands during a time when the Architecture Committee was not diligently performing inspections; or (3) properties which may have sold directly "by owner" and the Committee was not aware of the sale until after the fact.

Below are sections highlighting (I.) the exterior features that need to be inspected, and (II.) the exterior features that can typically be found in the designated area of the property.



## I. Exterior features to be inspected

- A. **Garage doors** – condition of wood frame and weather stripping; door may be weathered and faded. Should be D&E Mesa Tan DEC 718
- B. **Downspouts** – color should be D&E Mesa Tan DEC 718
- C. **Foundation stem walls** - color should be D&E Mesa Tan DEC 718
- D. **Wrought iron** - gates, fences, barred windows, security doors – check for fading and rust; color should be Gloss Black
- E. **Windows and patio doors** – if replacement windows have been installed, color should match or approximate the original bronze frames
- F. **Wooden posts, beams, and underside of patio overhang** – check for rot or termite damage; color should be D&E Weathered Brown DEC 756
- G. **Utility boxes and pipes and gas meter** – color should be D&E Mesa Tan DEC 718
- H. **Rain gutters** – check for fading and rust; color should be D&E Weathered Brown DEC 756
- I. **T111 wood siding** – check condition for fading and weathering. color should be D&E Mesa Tan DEC 718
- J. **T111 wood siding areas that have been converted to stucco** -color should be D&E Mesa Tan 718
- K. **Stucco houses** – for the original stucco houses, color should be D&E Cliff Brown DEC 711. Areas of T111 wood siding that have been converted to stucco should be D&E Mesa Tan DEC 718
- L. **T111 wood siding on parapet wall** above back patio overhang; color should be D&E Mesa Tan DEC 718
- M. **Roof flashing** – the flat portion of the roof can be white or tan; but the inner parapet wall of slump block (the roof flashing) - color should be D&E Mesa Tan DEC 718
- N. **Slump blocks** – check for any evidence of deterioration from not having had regular applications of water sealant.
- O. **Flag poles, solar panels, TV dishes/antenna** – should be installed to be as unobtrusive as possible – preferably below parapet height.
- P. **Yards – both outside and inside the wall** – general condition/appearance. Need for maintenance?

## II. Exterior features to take note of - by area of house

- A. Garage and front yard (outside the wall)
  - 1) Garage door
  - 2) Downspouts
  - 3) Foundation stem walls
  - 4) Window on side of garage (if any)
  - 5) Yard – general condition
  - 6) Yard art – amount excessive/tacky?
  - 7) Flag poles – outside or inside the wall - limited to parapet height



**B. Front entryway and inner courtyard (inside the wall)**

- 1) Front gate
- 2) Security door (if any)
- 3) Posts and beams
- 4) Foundation stem walls
- 5) Utility boxes, pipes and gas meter
- 6) Downspouts and rain gutter (if any)
- 7) T111 wood siding
- 8) Windows

**C. Side of house or side patio (if any)**

- 1) Foundation stem walls
- 2) Windows and patio doors (if any)
- 3) Posts and beams and underside of patio overhang (if any)
- 4) Wood beams/structure of window awnings (if any)
- 5) T111 wood siding (if any)
- 6) Stucco converted from T111 wood siding (if any)

**D. Rear of house and back patio**

- 1) Windows and patio doors
- 2) T111 wood siding
- 3) Stucco converted from T111 wood siding (if any)
- 4) Post and beams and underside of patio overhang
- 5) Downspouts and rain gutter
- 6) Back gate and any iron fencing

**E. Above the roof line**

- 1) T111 wood parapet wall
- 2) Roof flashing – flashing and side walls that can be viewed from ground level.
- 3) satellite (Dish) receiver – installed so it is not visible from ground level.
- 4) Solar panels – installed so they are not visible from ground level.

For question, please contact the Chair of the Architectural Committee or [chth.president@gmail.com](mailto:chth.president@gmail.com).