

Towns of Forest Hills Homeowners Association, Inc.

% Cavalier Management, Inc.

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Dear Homeowners:

The purpose of this letter is to notify you of the Annual Inspections that are coming up in May 2017. To help you better understand the inspection process, a brief explanation of the inspected items are provided below and on the backside of this letter.

Annual inspections are conducted to ensure compliance with the Association's governing documents. The purpose of the Annual Inspection is to simply bring the violation to your attention so corrective action can be taken. All architectural violations must be corrected in order to preserve and maintain the appearance and architectural harmony of your community, as well as, protecting property values.

You will receive your Annual Inspection in the mail once they have taken place. Any violations will be marked on the inspection report, and you will be responsible for bringing the marked items into compliance.

Front & back yards:	yard clean of debris, mowed, flower beds free of weeds, bushes need to be trimmed or taken out (if they are dead)
Trees:	need trimmed (cannot overhang onto neighbor's property, and if hanging over a sidewalk cannot obstruct walkway path), tree must be full of life
House numbers:	house numbers must be visible from sidewalk
Lamppost:	be in working order and not leaning, have top carriage piece on it, pole free of scratch marks
Trash cans & recycling cans:	be stored in back of home, cannot be stored in front side of home
Front screen door & front entrance door:	be in good working order, free of tears and stains, not faded and color must be in Williamsburg color palette
Front & back door trim:	paint in good shape, cannot be dry rotted
Window trim:	paint in good shape, free of dry rotting
Window boxes and/or Bay windows:	paint in good shape, free of dry rotting, shall be in good shape
Front porch stoop:	have black railing installed, black railing must be in good shape, railing paint in good shape, stoop free of cracks and holes, must be attached appropriately to home, stoop free of paint, no items being stored on front porch stoop
Roof:	be in good visible shape, free of missing roof shingles
Facia board:	paint shall be in good shape, free of defects

Gutters & downspouts:	gutters shall be free of debris, cleaned on the inside and outside, downspouts secured and clean
Soffits:	soffit panels shall be secured to home, no cracks or holes, paint in good shape
Attic gable vent:	paint in good shape, free of defects
Siding:	color shall be in Williamsburg color palette, siding free of algae and/or mildew, paint in good shape, free of stains
Shutters:	paint in good shape (Williamsburg color palette), free of missing slats, secured to home
Fence:	be in good working order, free of missing slats, if stained - stain shall be in good shape and completed, gate shall be in good shape
Deck:	secured to home, not leaning, if stained - stain shall be complete and in good shape, all boards and slats in good condition
Shed:	be in good working order, free of dry rotting, free of paint chipping, door free of defects

Special note regarding painting:

If you are changing paint color, you must complete an Architectural Modification Form, and obtain necessary Board approval. You can contact Jillian Uvena at jilliancavaliermgmt@gmail.com to request an architectural modification form, or visit <http://townsofforesthills.com>.

Approved color scheme: Williamsburg color palette; porch railings are to be black.

