

# HIGHLANDS AT PARK BRIDGE MAINTENANCE GUIDELINES

V. 2023

Highlands at Park Bridge homeowners are encouraged to use the following Maintenance Guidelines in evaluating their own property (yard, landscaping, driveway, sidewalks, etc.) and exterior structure (home exterior). In general, homeowner property and exterior structure must remain neat and tidy in appearance and structurally sound in order to preserve the design integrity and architectural quality of our neighborhood. Property reviews will be performed regularly via an HOA-approved representative.

Please refer to the Community Wide Standards for more specific information regarding design and review guidelines, plans, applications, improvement requirements, schedule of fines, and guidelines on structures, decking, paving, landscaping, tree removal, fences, etc.

## PROPERTY MAINTENANCE GUIDELINES

### P1 - MAILBOX

*Compliant:* Similar to style installed by original homebuilder; Painted satin or semi-gloss black with red flag, secure, straight, 1-<sup>3</sup>/<sub>4</sub>" to 2" high street numbers on plate only, numbers are clear, straight, complete

*Violation:* excessively faded or non-black color, wires or clamps used to secure mailbox, numbers affixed to box (must be only on plate), numbers larger than 2" high; uneven, crooked or missing numbers

#### **Replacement information:**

- **Complete Mailbox (Post, Box, Number Plate):** <https://global-hc.com/shop/mailboxes/mailbox-mb-500/>
- **Number Plate Only Options:**
  1. Cast metal premium decorative plate with gold custom numbers: call Global Home Construction, 770-451-3777
  2. Oval or rectangular plastic reflective plaque options at The Home Depot: <https://www.homedepot.com/p/Gibraltar-Mailboxes-Reflective-Address-Number-Plaque-MBPLAQ0B/100392328>

### P2 - GRASS

*Compliant:* Mowed at least weekly during growing season, weed treatment applied or hand pulled regularly, no excessive weed growth; lawn treatment signs must be removed within one week of application.

*Violation:* Long unkempt grass, excessive weeds left untreated, branches left on ground, excessive leaves left unattended, bare spots, mixed grass types; lawn treatment signs not removed after one week

### **P3 - GRASS EDGING**

*Compliant:* Cleanly edged regularly during growing season

*Violation:* Not edged regularly, uneven, grass creeping onto driveway, curb, or sidewalk

### **P4 - PLANTING BEDS**

*Compliant:* Pine straw, pine bark, mulch (brown or black), or earth-tone river rock or pea gravel (for drainage areas) evenly distributed, complete coverage, weed treatment applied or hand pulled regularly, cleanly edged with properly installed earth tone edging or even natural border not to exceed 6 inches above ground level; annual flower beds maintained

*Violation:* Bare spots, excessive weeds left untreated, branches/leaves left unattended, non earth-tone color or materials other than noted above; uneven, inconsistent, or out of place edging material, annual flower beds not maintained

### **P5 - HEDGES and TREES**

*Compliant:* Hedges trimmed neatly and regularly during growing season; dead tree branches pruned and removed (preferably prior to growing season)

*Violation:* Hedges left untrimmed or overgrown; shrubs or tree branches encroach upon or impede sidewalk foot traffic; tree branches left on property

### **P6 - YARD WASTE**

*Compliant:* Grass clippings, branches, leaves etc. bagged in paper yard bags, put out on curb preferably 24-48 hours before city services pick-up, but no earlier than 7 days before pick-up; larger branches/cuttings tied in small bundles to allow city services to remove; yard waste cans removed and stored promptly after pick-up

*Violation:* Branches, leaves, or weeds left piled on property or adjoining common areas (if applicable), yard bags left unattended on property longer than 7 days; yard waste cans left at street more than 24 hours

### **P7 - PET WASTE**

*Compliant:* Pet waste removed regularly (daily) from yards, beds, and other areas

*Violation:* Pet waste not removed promptly, or excessive pet waste in yards, beds, or other areas

### **P8 - LANDSCAPE LIGHTING**

*Compliant:* Fixtures affixed securely, straight, evenly spaced, cords and wires concealed, shines only on house, walkway, grass, shrubs, flowers, or trees, white/clear light only

*Violation:* Uneven, fallen, or broken fixtures, cords and wires not concealed, shines toward street or neighbors, lighting colors other than standard white/clear (except temporary holiday lighting)

### **P9 - VEHICLES**

*Compliant:* Occupant vehicles parked overnight only in driveway or garage

*Violation:* Vehicles parked in street longer than 48 hours, vehicles parked on grass; boats, RVs, ATVs, or other recreational vehicles parked outside residence longer than 48 hours

## **P10 - TOOLS/EQUIPMENT/MISC**

*Compliant:* Property clear of temporary structures, tools, equipment, toys, sports equipment, hammocks, etc. (except same-day use or approved construction); must be secured out of sight of street; temporary basketball goals must be placed in driveway, at least 20 feet from pavement edge, after use

*Violation:* Temporary structures, tools, equipment, toys, sports equipment, hammocks etc. left over one day within sight of street (except approved construction materials/equipment); temporary basketball goals left in street or anywhere other than driveway for extended period

## **P11 - TRASH CANS and RECYCLING BINS**

*Compliant:* Trash cans and recycling bins put out on curb no earlier than 24 hours before city services pick-up; trash cans and recycling bins removed and stored out of sight promptly after pick-up (preferably in garage)

*Violation:* Trash cans or recycling bins left at street more than 24 hours after pick-up, or stored within view of street or adjacent residence; please obscure neighbor's view of cans as a courtesy (garage storage preferred)

## **HOME EXTERIOR MAINTENANCE GUIDELINES**

### **H1 - PAINT and COATINGS**

*Compliant:* Siding, trim, doors, and all other exterior elements painted in colors approved by ARC; masonry/driveway coatings previously approved by ARC

*Violation:* Siding, trim, or doors excessively faded, peeling or left unpainted, or rotted siding, paint/coatings on driveways unless previously approved by ARC; paint/coatings on street sidewalk

### **H2 - SHUTTERS**

*Compliant:* Painted and properly affixed to exterior

*Violation:* Peeling or unevenly painted shutters, broken or missing shutters

### **H3 - GARAGE DOOR**

*Compliant:* Complete, painted, and in good working order

*Violation:* Not in good working order, uneven; missing, rotted or unpainted trim, broken windows

### **H4 - WINDOWS**

*Compliant:* Complete, painted, and in good working order; either (a) all pane separator grids in place, or (b) all pane separator grids removed (on all windows)

*Violation:* Not in working order, broken pane, rotted or unpainted, broken or partially missing pane separator grids

## **H5 - WINDOW TREATMENTS and BLINDS**

*Compliant:* Front facing treatments are white backed, even, consistent in color and style across each level of the structure (first floor and second floor treatments do not have to match exactly, but treatments on each level of the structure must match each other)

*Violation:* Uneven or inconsistent position, style, or color; vibrant “busy” pattern or color other than white, broken blinds or shades

## **H6 - TRIM**

*Compliant:* Trim, fascia, soffits painted and in good condition

*Violation:* Trim, fascia, soffits rotted, peeled, unpainted, or in poor condition

## **H7 - GUTTERS and DOWNSPOUTS**

*Compliant:* Gutters and downspouts painted and in good condition, gutter guards optional but must be affixed properly if used

*Violation:* Gutters or downspouts missing, unsecured, unpainted, excessively dirty, or in poor condition; gutter guards out of place or hanging from gutter

## **H8 - EXTERIOR LIGHTING and FLOODLIGHTS**

*Compliant:* All exterior lighting properly mounted, painted, and in good working order; floodlights angled downward onto property to minimize glare to adjacent property

*Violation:* Improperly mounted, hanging, or missing fixtures; styles not compliant with Community Wide Standards; floodlights pointing toward neighbor’s windows or out into street; broken or burned out bulbs

## **H9 - DRIVEWAYS and SIDEWALKS**

*Compliant:* Driveways and sidewalks are clean and free of excessive dirt, grime/oil, weeds, and algae; newspapers and flyers are removed regularly

*Violation:* Excessive dirt, grime, grease, algae or weeds (popping up through cracks); newspapers and flyers collecting on driveway, sidewalk, or grass for more than 3 days; excessive cracking or damage beyond normal settling (generally more than 3/4 inch)

## **H10 - SECURITY and ELECTRONIC EQUIPMENT**

*Compliant:* Mounted equipment/hardware is discrete and clean looking, in complementary color with exterior of residence (wires must be mounted in inconspicuous area or fed through wall directly to device)

*Violation:* Security cameras, monitors, door bells, etc. are mounted improperly, non-complementary color, excessive wires hanging or exposed

This document is published for Highlands at Park Bridge homeowners as a guide to define, identify, and clarify specific property and structure maintenance guidelines. These Maintenance Guidelines are complementary to our Declaration of Protective Covenants and Easements and The Highlands Community Wide Standards documents. Homeowners are urged to familiarize themselves with these documents, which can be found on our neighborhood website: <https://www.thehighlandsatparkbridge.com/>. All final decisions regarding reviews, violations, enforcements, and abatements are at sole discretion of the Highlands HOA Board of Directors.