#### SHEFFIELD FARMS HOA

#### SPRING COMMUNITY CLEAN UP CHECKLIST

- Treat lawn and cement areas for weeds.
- Mow and edge lawn. Please Do Not Blow Grass Clippings Into Sewer Or No Street.
- Trim hedges and trees AS NEEDED.
- Prune flowers and other plants, AS NEEDED.
- Refresh straw and other types of mulch around trees and plants, AS NEEDED.
- Paint mailboxes and the pole that holds it, AS NEEDED. (changes to mailbox requires HOA Architectural Control Committee (ACC) approval).
- Power wash/Touch-up paint house, or paint house AS NEEDED. (HOA Architectural Control Committee approval).
- o Clean driveways, front entry, walkway and back patios, AS NEEDED.
- Clean/repair outdoor shutters, AS NEEDED (HOA/ACC approval is required for any color, style, or size change)
- Clean, repair/paint or replace gutters, as appropriate (any color changes require HOA/ACC approval).
- Clean, repair/replace window screens, AS NEEDED.
- Clean windows inside and outside, AS NEEDED.
- Clean, repair/replace indoor window shades, shutters and window décor
  AS NEEDED (only white or off white colors are acceptable –Article III,
  section 14 of our Covenant & Restrictions, additionally,
  newspaper/foil/paper reflective/tinted film/Mylar or opaque or solid
  surfaces are not permitted- Article III, section 12)
- Stain or weather treat property fences, AS NEEDED. (HOA/ACC approval is required before any work starts.)

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 Repair/Replace property fence, AS NEEDED (HOA/ACC approval is required prior to replacement features that differentiate from the originally approved fence. Additionally chain, linked or barbed wire fences are not acceptable- Article III, section 5 of Bylaws)

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# HOME MAINTENANCE EXPERTS ALSO RECOMMEND THAT THE FOLLOWING THINGS BE INCLUDED IN A "SPRING HOME CLEANUP PROJECT":

- Clean gutters AS NEEDED
- Check for animal nesting's in gutters.
- Have a certified inspector check your chimney for gaps in the flashing, animal nesting's and rust spots.
- Check for moisture around foundation.
- Check interior walls and ceilings for water damage, which can be related to leaky roofs.
- Have a licensed, certified electrician check your electrical system.
- Have all air conditioner units serviced and filters changed.
- Check concrete for cracks, large horizontal cracks, or cracks that are wider at the bottom than at the top are signs that your foundation might need to be repaired.
- Have your septic tank serviced AS NEEDED.
  - ➤ The recommended frequency or clean out is every 2 5 years depending on the number of people in the house and the amount of water usage.

Hopefully, this checklist and advice from the experts will help as you complete spring cleanup projects for your home.