

LETTERS OF COMPLIANCE

A Letter of Compliance, though not required by law, is highly recommended and a useful tool to have when selling your home. It assures anyone interested in buying your property that when the Letter was issued there were no Covenant violations on the property for which they will become responsible after closing as you became responsible for those on the lot when you bought.

This Letter requests that I, as Covenant Advisor, make a close inspection of the property to determine if indeed there are any violations present. A violation can consist of any exterior alteration that has not been applied for and approved by the Resident Architectural Committee. This type of violation can range from simply a landscape tie at the edge of the garden, a color change on any part of the house or as major as an unapproved addition. A violation may also be a matter of repair work, yard clean-up or painting needed, replacing a broken garage door, etc.

Please remember two things: one, a Letter of Compliance is a legal document and to issue one demands close scrutiny of the property and two, request the Letter as early in the selling process as possible as it may take a week or two to make the site inspection. If there are any items that need approval, you will may need as much as another month to have an application go through the approval process. A Letter of Compliance is not a rubber stamp item.

Thank you for your cooperation in this matter.

Maryann S. Cohea
Covenant Advisor

HOMEOWNER, PLEASE SIGN BELOW TO ACKNOWLEDGE HAVING READ THE ABOVE THREE PARAGRAPHS. A COMPLIANCE INSPECTION WILL NOT BE DONE WITHOUT THE SIGNATURE.

This Request for Letter of Compliance will expire six (6) months from the date received by the Covenant Advisor. Any property not in compliance after that date will be placed on a list of non-compliant properties.

Owner's Name

Date

REQUEST FOR LETTER OF COMPLIANCE

To: Covenant Advisor
Village of Long Reach

Date: _____

Re: _____ (Property Address)

Settlement Date, if known: _____

The undersigned property owner requests that the Covenant Advisor inspect the above referenced property for compliance with the Village Covenants and understands that it may take several weeks for the request to be processed. In addition, application and approval for those items not yet approved may take an additional month and violations found, if not corrected, will be followed up with any new owner of the property.

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Signature of owner

Printed name of owner

Current mailing address of owner

Current home phone # of owner

Work phone # of owner

Owner's Real estate agent's name and company

Owner's Real estate agent's phone #

Owner's Real estate agent's fax #

Owner's Real estate agent's company address

NOTE: IF THE INFORMATION ON THIS FORM IS NOT COMPLETE, THE FORM WILL BE RETURNED TO THE AGENT AND/OR PROPERTY OWNER. THIS MAY CAUSE A DELAY OF THE INSPECTION OF 7 TO 10 DAYS OR MORE.

Mailing Address: Long Reach Community Association
8775 Cloudleap Court
Columbia, Maryland 21045

PLEASE NOTE THE REQUIREMENT OF OWNER'S SIGNATURE ON OPPOSITE PAGE

WHAT TO LOOK FOR BEFORE YOU ASK

FOR A LETTER OF COMPLIANCE...

Are all items installed approved by the Architectural Committee?

1. Landscape edging - wood, brick, rock, etc.
2. Landscaping - ground cover beds, groups of trees and/or shrubs, annual/perennial gardens
3. Landscape walls - railroad ties, "castle rock", stacked field stone, etc.
4. Pathways - slate, paver blocks, etc.
5. Window boxes on the house or deck rail
6. Color changes to any part of the house, garage or shed.
7. Decks or patios. If builder installed we will not have a record of it and it will require application and approval.
8. Replacement windows - if a different color or style or changed from "with grids" to "without grids".
9. Basketball poles
10. Radon remediation pipes
11. Stain on the deck
12. Security lights or landscape lighting

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Do you have items which are unlikely to be approved or which require an exception to the guidelines?

1. Any wire fencing other than mesh approved on the inside of a fence.
2. A basketball pole less than ten feet from the curb or nearest property line.
3. Windows with no grids in a colonial style home.
4. A shed not located "attached" to the rear of the house.
5. Any front yard man-made decorative item - small or large statuary/ornaments such as bunnies, bird feeders, etc.

Is there maintenance to be done?

1. Weed landscape beds or trim the grass, including at house and fence lines and at landscape bed edges.
2. Install missing window screens.
3. Replace broken light fixture covers.
4. Paint/scrape peeling house or window trim.
5. Clean mildew or mold from siding.
6. Rake and dispose of leaves.
7. Remove any miscellaneous scattered items in the yard or around the house.
8. Repair or replace leaning or broken fences, broken gates, deck rails, etc..
9. Remove and replace dead trees/shrubs.
10. Move trash and recycling bins to the rear yard.