

Inverness Square Association

3783 South 500 West Suite 8
South Salt Lake, Utah 84115

MEMORANDUM

DATE: June 12, 2017
FROM: The Board of Directors
TO: Inverness Square Dwelling Owner
SUBJECT: Web-site and Notices, Maintenance Reminders

Pursuant to regular Board meetings of the Board of Directors for Inverness Square on behalf of the Association, please be informed of the following:

"Web-site and Notices" PLEASE TAKE NOTICE: THIS CONTITUTES THE REQUIRED WRITTEN NOTICE to each Inverness Square Association Member that as of the date of this Memorandum (communication), The Association's will use its **Web-site** (Inverness-HOA.com) for communicating general, official and pertinent information and notices with its Members. You may individually opt out of relying on this method of communicating Association business by providing written notice to Association, and stating your individual request for "mailed hard copy of notices and information". The Associations Use of this communication method (web-site) is for the purpose of saving mailing costs, time and "the environment".

"Maintenance and up-keep of Property" From time to time, The Board performs a "walk through" of the property to evaluate the status of general up-keep of Common Areas and Units to help maintain value. Each Owner as defined in the CC&R's Article II paragraph 2.13 Neat Appearance on page 6 to ..."**at all times maintain their Lots and all appurtenances thereto in good repair and in a state of neat appearance including but not limited to** ... keeping all sidewalks, if any, neat and clean and in good repair ... painting (or other appropriate extended care) of all Structures on the Lot, all in a manner and with such frequency as is consistent with good property management and maintenance." Thank you for considering the seasonal maintenance requirements of your individual property and Townhomes.

Items that require routine maintenance and possible replacement include; **front porch & hand railings** (treated with Rustoleum Protective Paint), **back deck repair and staining** (natural stain color), **front door and trim prepare and paint** (Color is "Evening Hush" by Behr), **replacement of outside dryer vents, rain gutters and down spouts cleaned and properly connected to home and extensions, siding repair, water hose spicket fixed and/or secured tightly and landscaping (personal plantings maintained)**, etc.

You may complete the required maintenance or repair items as the Homeowner and/or choose to have the required work completed by any Contractor of your choosing. However, if you contract out the work, the Contractor **must** be properly qualified, insured and licensed to perform the work and you are responsible to pay for the required work and should ask for a lien waiver from the Contractor upon completion and payment for any work performed at Inverness Square.

The Board will be doing a follow-up "review" of the Property in **June 28, 2017**. Please have any items referred to herein reviewed, repaired, maintained and/or replaced and completed by that time. If you have further questions regarding this MEMO and notice, please contact any Board Member. Keep checking the Association Facebook page, as it will be up-dated and many of you may find useful (what, who and how, etc.) information contributed by neighbors and The Board.

Thank you for making Inverness Square a "Great" and safe place to come home to and please let us know how we can better serve.

Inverness Square

Board of Directors