

Certificate of Compliance Checklist

Before requesting a Certificate of Compliance for your home, you may want to go over the checklist below to see if your property is in compliance. We have listed many, but not all, of the items that we look for on a property when we do an inspection. If you have any questions, please call a member of our Community Standards team at 281-778-0778.

Landscaping:

- Trees:
 - Branches on street/yard trees should be trimmed to a height of 7 feet above the street and sidewalk. All sucker growth should be trimmed from the trunk up to 6 feet.
 - All unused tree stakes should be removed.
 - Trees/limbs should not be blocking any street signs.

- Bushes/Shrubs:
 - Shrubs/plants should be trimmed so that they do not block walkways or address plaques.
 - All dead/dying shrubs should be replaced with Sienna approved planting materials (list can be found at www.Siennanet.com under the Community Standards tab.)
 - If you live on an amenity lot (with an iron fence in the rear), are there shrubs along the fence line? It is a requirement to have a hedgerow, trimmed to 3 ft. in height, along the rear fence line in some sections.

- Lawn:
 - Lawn needs to be mowed, edged, and weeded.
 - Expansion joints in driveway and sidewalk need to be weeded.
 - Areas of missing grass should be replaced with approved materials.
 - Areas of dead/dying grass should be treated or replaced.

Screening:

- Foundation Screened:
 - The foundation (the concrete that shows below the brick line) of the home should be properly screened so that it is not visible from the street. This can be accomplished by planting Sienna approved plantings. The rear foundation must also be screened on amenity lots.

- Mechanical Equipment:
 - Mechanical equipment (gas meter, A/C units, gate openers, etc.) must be screened from public view. This can be accomplished by planting a small shrub from the approved plantings list.

Home Exterior (gutters, garage, windows, trim, siding, stucco, etc.):

- Mildew:
 - Check for mildew on gutters, trim, windows, home exterior, screens, etc. (on all sides of home), and clean as necessary. Once cleaned, repaint as necessary to match existing paint color.
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- Gutters: Please ensure that gutters are free of mildew, debris and plant matter.

- Address plaque: Plaque should be visible. Repaint numbers or clean if necessary so that address plaque is visible from the street.

Associations

9600 Scanlan Trace
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- Wood/siding:
 - Check home/trim to see if there are any areas that need to be painted. Paint as necessary with Sienna approved paint color.
 - Check to see if there are any areas of rotted wood. Replace and repaint as necessary.
- Garage Door:
 - Ensure that garage door is not dented/damaged and is Sienna approved paint color.
- Chimney: Ensure that chimney is in good condition and free of mildew.

Fencing:

- Wood fencing:
 - Clean fence as necessary to remove any dirt/mildew.
 - If fence is stained, ensure that stain color remains consistent. Clean and re-stain any areas that have become bare over time with Sienna approved stain color.
 - Repair any missing, loose, or broken pickets.
 - If fence is leaning, bring it back to an upright position.
- Iron Fencing: Clean, remove rust, and repaint with Sienna approved paint color as necessary.
- Gates: Ensure that gates/latches are in proper working order.

Sidewalk/Driveway:

- Power wash driveway if necessary to remove any dirt/stains/mildew. Remove weeds from expansion joints
- Ensure that sidewalk is in good repair and there are no tripping hazards. Make repairs as needed. **(In some instances, If Si Environmental determines that the damage to the sidewalk is their responsibility, they may repair the damage. However, responsibility for sidewalk repairs is ultimately that of the homeowner. If you would like to contact SiEnvironmental, you may send an email to customercare@sienv.com or call the 24 hour repair line at 832-490-1601.)**

Roof:

- Check for missing shingles. Replace/repair as necessary
- Check to be sure that all roof elements (these are the pipes, metal pieces, etc. that stick out of your roof) and flashing are all painted to match.

Items in Public View:

- Ensure that trash cans/recycle bins are properly stored.
- Check for any items in public view (newspapers, empty flower pots, landscaping materials, children's toys trash and debris, etc.) and properly store the items out of public view.

Modifications:

Have all modifications (any change made to the home or property since it was built) been approved? Some examples of modifications requiring approval are gardens, window tinting, solar screens, swimming pools, outdoor kitchens, decks, landscape changes, sheds, pergolas, arbors, play structures, fountains, statuary, landscaping changes, etc. If you have not had prior approval for any of these items, you can go to www.siennanet.com under the Community Standards tab and get a "home improvement application" to submit for approval.

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