

CHARLESTOWN OWNERS ASSOCIATION

Homeowner Paint Prep Checklist

The following checklist has been developed by the COA Architectural Committee to help you prepare your townhouse for painting: Please carefully review the requirements and sign below. Sign and Return to the COA office with your Paint Selection form. You may keep the enclosed Checklist copy marked "REFERENCE"

_____ **House Windows and Doors:** House windows and doors must be open to allow the painting of all edges of doors and windows. Once the painters have given notice to a building that it has begun the prep work, windows and doors should be left open for painting. If possible, allow paint to dry before closing. Open and close periodically to keep paint from sticking. Ploutis will paint exposed surfaces if windows and doors are not open.

If you cannot arrange to have doors and windows open, you may call Ploutis and arrange another time for painting edges around doors and windows.

_____ **Storm Windows:** All inserts for the storm windows must be removed so the painters may have access to windows for painting. The storm window frames will be painted the house trim color.

** Ploutis will aid elderly and disabled homeowners in removing storm windows. Please call Ploutis to arrange help in removing storm windows.**

_____ **Storm Doors:** Front and rear storm doors will be painted by the contractor to match the door color. The painting of extra storm door inserts is the homeowner's responsibility.

_____ **House Numbers and Plaques:** All house numbers and number plaques must be removed.

_____ **Awnings:** Awnings must be taken down so the painters can erect their ladders to paint your townhouse or to facilitate the painting of adjacent units.

_____ **Ivy, Vines, and Trees:** Ivy and vines *must* be removed by the homeowner from all iron railings, wooden trim, doorframes, and downspouts. Trees in the patio areas must be trimmed to allow the painters access to reach the house for painting.

_____ **Sheds:** Sheds and shed roofs will not be painted by the COA. Homeowners are responsible for maintenance of sheds; **however**, Ploutis will paint at homeowner's expense. Indicate preference on Painting Agreement.

_____ **Gates:** Gates will not be painted by the COA. Homeowners are responsible for maintenance of gates; **however**, Ploutis will paint at homeowner's expense. Indicate preference on Painting Agreement.

OWNER'S SIGNATURE _____ DATE _____
ADDRESS _____