

## Property Inspection Checklist for GCA Disclosure Packets <sup>1</sup>

(see the VA Property Owners Association Act § 55-509.4 through § 55-509.10)

### PROPERTY INFORMATION

Parcel ID (from County GIS-Web Site) \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Owner Address \_\_\_\_\_ (if different from above)

Owner's Phone Number \_\_\_\_\_

Owner's e-mail Address \_\_\_\_\_

New Owner's Name / Settlement Date \_\_\_\_\_ / \_\_\_\_\_

1. Has the property owner provided access to the site in accordance with the VA Property Owners Association Act § 55-509.4.<sup>2</sup> Yes No
2. Is the house a newly completed construction? Yes No
  - a. If yes, are the construction and landscaping fully completed?<sup>3</sup> Yes No
  - b. For a new construction, is there an approved ARB Certificate of Compliance?<sup>4</sup> Yes No
3. Is the property adjacent to GCA Community common area (see the County GIS-Web plat)? Yes No
  - a. If yes, the following statement applies:<sup>5</sup>  
***"According to the Albemarle County property plat record (on the Albemarle County GIS-Web site), this property borders Glenmore Community Association (GCA) common area property. To ensure that your landscaping or hardscapes do not extend onto GCA common property, consult your property survey. Any real estate encroachments onto GCA common property will need to be corrected at the expense of the property owner".***
4. Is there an accumulation of brush or yard debris in adjacent common areas?<sup>6</sup> Yes No

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<sup>1</sup> Based on the Glenmore Architectural and Landscape Guidelines (revised 19 April 2018) and the Glenmore Common Area Review Board (CARB) Guidelines (revised 19 Nov 2015)

<sup>2</sup> A "No" answer is not compliant with VA Law, and it means that the GCA is unable to provide a Disclosure Packet per the following. (ii) the Act requires the seller to obtain from the property owners' association an association disclosure packet and provide it to the purchaser; (iii) the purchaser may cancel the contract within three days after receiving the association disclosure packet or being notified that the association disclosure packet will not be available;

<sup>3</sup> A "No" answer indicates a violation and may precipitate a cost to the buyer, request an ARB Certificate of Compliance (Sect I G 11.)

<sup>4</sup> A "No" answer indicates a violation and may precipitate a cost to the buyer, request an ARB Certificate of Compliance (Sect I G 11.)

<sup>5</sup> A "Yes" answer may precipitate a cost to the buyer, check the land survey. (Glenmore CARB Guidelines Section V)

<sup>6</sup> A "Yes" answer indicates a potential violation and may precipitate a cost to the buyer to clear the yard debris in the common areas. Ensure the adjacent common area is cleared of yard debris. (Glenmore CARB Guidelines Section V)

Glenmore Community Association, Inc  
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(434) 984-0700

5. Is the driveway paved with asphalt?	Yes	No
a. Is the paved asphalt driveway unsightly (e.g., crumbling in large areas)? <sup>7</sup>	Yes	No
b. If not asphalt, is the parking area in an enclosed parking court? <sup>8</sup>	Yes	No
6. Is there a fence that surrounds the HVAC unit(s)? <sup>9</sup>	Yes	No
a. Is it a solid fence? <sup>10</sup>	Yes	No
b. Is the fence paint or stain in good condition? <sup>11</sup>	Yes	No
7. Is there a fence that surrounds outside trash receptacles? <sup>12</sup>	Yes	No
a. Is it a solid fence? <sup>13</sup>	Yes	No
b. Is the fence paint or stain in good condition? <sup>14</sup>	Yes	No
8. Is there a backyard fence on the property?	Yes	No
a. If yes, does the fence architecturally comply with the ARC guidelines? <sup>15</sup>	Yes	No
b. Is there any temporary fencing on the property? <sup>16</sup>	Yes	No
9. Does the fence extend forward beyond the back corners of the house? <sup>17</sup>	Yes	No
10. Is there a boundary fence (along the property lines) on the property?	Yes	No
a. If yes, is the boundary fence at least five feet from the property line? <sup>18</sup>	Yes	Undetermined

<sup>7</sup> A "Yes" answer may precipitate a cost to the buyer and means the homesite is not compliant with GCA rules. (Regulation 2016-05)

<sup>8</sup> A "No" answer may precipitate a cost to the buyer and indicates the homesite is not compliant with GCA rules. (Sect III A. 2.)

<sup>9</sup> A "No" answer indicates a violation, a cost to the buyer, and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>10</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>11</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>12</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>13</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>14</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 5.)

<sup>15</sup> A "No" answer indicates a violation, a cost to the buyer and indicates the property is not compliant with GCA rules. (Sect III A. 7.)

<sup>16</sup> A "Yes" answer may precipitate a cost to the buyer and means the temporary fence is non-compliant with GCA rules. (Sect III A. 7.)

<sup>17</sup> A "Yes" answer indicates the property is not compliant and may require the new owner to move the fence to ensure the fence is compliant. (Sect III A. 7.)

<sup>18</sup> An "Undetermined" answer means the inspector was unable to confirm the exact property line. Consult your property survey. If the fence is not compliant, it may require the new owner to move the fence to ensure the fence is compliant. (Sect III A. 7.)

b. If the property is a corner lot, are all fences at least 40 feet from the road? <sup>19</sup>	Yes	Undetermined
11. Is there an above ground fuel tank or similar storage receptacle on the property? <sup>20</sup>	Yes	No
12. Is there a 15-foot strip of grass adjacent to the road? <sup>21</sup>	Yes	Undetermined
13. Is the mailbox compliant with the GCA guidelines? <sup>22</sup>	Yes	No
14. Is there a visible and unfenced home power generator? <sup>23</sup>	Yes	No
15. Is the landscaping in good condition? If no, answer a. and b. below.	Yes	No
a. Are there dead trees or dead bushes visible on the property? <sup>24</sup>	Yes	No
b. Are there any visible tree stumps on the property? <sup>25</sup>	Yes	No
16. Are there mullions missing in some windows? <sup>26</sup>	Yes	No
17. Are there any playsets, swing sets, or basketball hoops in the front yard? <sup>27</sup>	Yes	No
18. Are there any outstanding CARB issues that have not been closed? <sup>28</sup>	Yes	No
a. If yes, what action is required?		

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<sup>19</sup> An "Undetermined" answer means the inspector was unable to confirm the exact measurements. Consult your property survey. If the fence is not compliant, it may require the new owner to move the fence to ensure the fence is compliant. (Sect III A. 7.)

<sup>20</sup> A "Yes" answer indicates a violation and requires that the fuel tank be buried in accordance with GCA rules. (Sect IV A.)

<sup>21</sup> An "Undetermined" answer means the inspector was unable to confirm the exact measurements. Consult your property survey. If less than 15 feet, the property owner has agreed that the landscaping may need to be removed at homeowner expense if utilities must be accessed. (Sect III C. 3.)

<sup>22</sup> A "No" answer indicates a violation and requires that the mailbox be replaced in accordance with GCA rules. (Sect IV G.)

<sup>23</sup> A "No" answer indicates a violation and a cost to the buyer as the unscreened generator is not compliant with GCA rules. (Sect IV K.)

<sup>24</sup> A "Yes" answer may precipitate a cost to the buyer to ensure the property is compliant with GCA rules. (Sect III.C 5.; Regulation 2016-05; and C&Rs Article 7, Section 5 page 23)

<sup>25</sup> A "Yes" answer may precipitate a cost to the buyer to ensure the property is compliant with GCA rules. (Sect III.C 5; Regulation 2016-05; and C&Rs Article 7, Section 5 page 23)

<sup>26</sup> A "Yes" answer may precipitate a cost to the buyer to ensure the property is compliant with GCA rules. (Sect III.C 5; Regulation 2016-05; and C&Rs Section 5 page 23)

<sup>27</sup> A "Yes" answer indicates a violation, and a cost to the buyer to bring the property into compliance with the GCA rules. (Sect IV C.)

<sup>28</sup> A "Yes" answer indicates a violation and will require the buyer to mitigate the CARB issue after the sale is complete. (Glenmore CARB Guidelines Section V).

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19. Are there any outstanding ARC/ARB issues that have not been closed?<sup>29</sup> Yes No

a. If yes, what action is required?

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20. Are there any outstanding GCA liens on the property?<sup>30</sup> Yes No

a. If yes, what is the reason for the lien and what action is required?

**Note 1:** All footnotes apply to the Glenmore Architectural and Landscaping Guidelines dated 19 April 2016 except as stated.

**Note 2:** A copy of the blank Property Inspection Checklist can be found on the GCA Web Site. See the 'More' Tab, 'Regs and Legal'

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<sup>29</sup> A "Yes" answer will require the buyer to mitigate the ARC/ARB issue after the sale is complete. (Sect I D.)

<sup>30</sup> A "Yes" answer means that the GCA has a legal lien on the property, and the lien must be cleared upon sale of the property either by the seller or the buyer. (VA Property Owners Association Act § 55-516)