Transition Committee



Punch List Program 10/21/2025

Working Together to Complete Our Community

- Introduce the Transition Committee
- Homeowner involvement in identifying issues
- Deficiency Form and Assumptions
- Timeline
- Questions

Purpose of Program:

To gather and organize homeowner feedback on deficiencies within The Woodlands community, and to identify any incomplete or outstanding responsibilities of the developer, builders, and township.

Objective:

To collect, organize, and report deficiencies in common areas to ensure they are addressed during the transition to the owning parties.

Goals:

- Educate homeowners on how to identify/report deficiencies
- Ensure responsible parties (developer, builder, township) address outstanding obligations
- Protect property values and homeowner quality of life

Help Us Assess Our Community

We're asking homeowners to **report any deficiencies** so we can document them and ensure they're addressed by the appropriate party — whether that's the **developer**, **builder**, or **township**.

Please keep an eye out for any of the following issues:

- Missing or dead trees
- Poorly finished swales or drainage areas
- Cracked, raised, or damaged sidewalks and curbs
- ¶ Missing, damaged, or downed street signs
- Any other visible damage or concerns in shared spaces
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Punch list Program Scope

What's Included:

- Common Areas such as: open green spaces, trails, paths, sidewalks, and entrance signage
- Stormwater Management Features including swales and related drainage areas
- Landscaping and Trees trees planted in common spaces or along shared walkways
- HOA-Owned Infrastructure any structures/features maintained by HOA essential to community
- Items that were promised in plans but not delivered or completed

What's Not Included:

- Homeowner house or LCE issues
- Routine maintenance (focus is on construction or installation deficiencies)

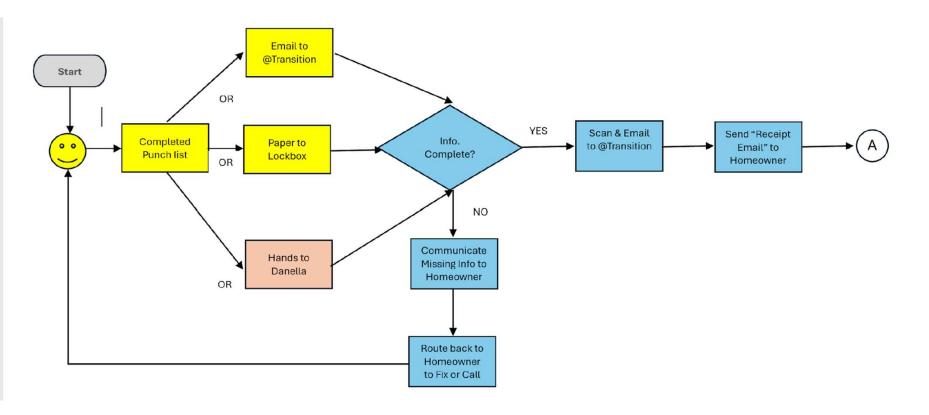
Our Approach

- Email / Newsletter request for Volunteers
- Standardized reporting process for consistency
- Transparent tracking and review of issues

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•	Collaboration	between	homeowners,	committee,	volunteers

	West Chester	19380		
Lot #	Addr	ess	Community	Phase #
180	1153	Sculthorpe Dr	Active Adult	2
181	1151	Sculthorpe Dr	Active Adult	2
182	1149	Sculthorpe Dr	Active Adult	2
183	1147	Sculthorpe Dr	Active Adult	2
184	1145	Sculthorpe Dr	Active Adult	2
185	1143	Sculthorpe Dr	Active Adult	2
186	1141	Sculthorpe Dr	Active Adult	2
187	1139	Sculthorpe Dr	Active Adult	2
188	1137	Sculthorpe Dr	Active Adult	2
189	1135	Sculthorpe Dr	Active Adult	2
190	1133	Sculthorpe Dr	Active Adult	2
191	1131	Sculthorpe Dr	Active Adult	3
192	1129	Sculthorpe Dr	Active Adult	3
193	1127	Sculthorpe Dr	Active Adult	3
194	1125	Sculthorpe Dr	Active Adult	3
195	1123	Sculthorpe Dr	Active Adult	4
196	1121	Sculthorne Dr	Active Adult	1

Process Flow



Homeowner Collection Form

Woodlands at Greystone

Common Area Deficiency Form

~2200		
May	23	2025

Lot#	360	Street Address:	: 1114 Sculthorpe Dr					
Phone	610.513.8698	610.513.8698 E-Mail: swhitt1158@comcast.net						
commo This in	n areas. We are worki	ng with the Develor ted to missing or	requesting your help to determine the state of our per to identify any deficiencies in our common areas dead trees, swales not finished correctly, cracked					
	clear, we are not look varranties.	king for issues wi	th your house that would be covered under NV					
- I - I	Complete this Deficience nclude description and nclude a copy of your o Please use a page	y Form and return to location of deficient resite plan if it show our copy of your plo s (copied into this of	s location of deficiency. t plan and write / mark-up the items of concern. locument) of the item you have identified and					
	ail Deficiency Form or aster process)	any questions to:	ransitionWoodlands55@gmail.com (email preferred					
□ F	Plot Plan Included							
Doe	s your home have all th Yes No Unknown	ne trees as shown o	on your Plot Plan?					

Woodlands at Greystone

Common Area Deficiency Form

DESCRIPTION OF COMMON AREA DEFICIENCY:

IF YOU ARE ADVISING OF A DEFICIENCY(les) NOT LOCATED AROUND YOUR HOME SUCH AS A MISSING OR DAMAGED STREET SIGN, DAMAGED CONCRETE OR OTHER ITEMS, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE WITH LOCATION(s).

Common Area Deficiency Form

Woodlands at Greystone

Woodlands at Greystone

Common Area Deficiency Form
Please attach if dropping off a paper copy, or insert an image of plot plan and any related photographs in this area.

Collection Assumptions

- Scope is Common areas within The Woodlands
- Committee will not resolve individual disputes but report collective concerns
- Issues will be tracked
- Not for reporting homeowner warranty items
- Homeowner to provide their LOT PLAN attached to form
- Pictures of the deficiencies are to be imbedded (cut and pasted) into the

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Collection Spreadsheet

	A B	С	D	E	F	G	Н	ì	J	К	L	М	N	0
It	# Categor	y Complete	Reported Date	Phase #			Priority (H, M, L)	Issue Description (included observed condition)	Action Required	Owner	Estimated Completion Date	Actual Completion Date	Transition Inspection Date	File#
	1 Sidewalk	Open	5/22/2025		261	1005 Bollinger Lane		sidewalk is cracked and separated	section needs to be replaced					Common Area Deficiency Form_#1Bollinger Sidewalk.docx
	2 Trees	Open	5/23/2025		261	1005 Bollinger Lane		multiple dead trees around basin	need to be replaced					Common Area Deficiency Form_#2Bollinger Trees.docx
	3 Dirt	Open	5/23/2025		261	1005 Bollinger Lane		pile of dirt left inside basin at Bollinger	needs to be removed					Common Area Deficiency Form_#3Bollinger Dirt
	4 Sidewalk	Open	5/23/2025		261	1005 Bollinger Lane		sidewalk needs topsoil around it	needs topsoil around it					Common Area Deficiency Form_#4Bollinger Sidewalk
	5 Curb	Open	5/23/2025		365	1124 Sculthorpe Drive		damaged curb	needs to be replaced					Common Area Deficiency Form_#5Gorky Curb
_ /	6 ADA Ram	ps Open	5/23/2025			901 Eakins Circle		missing ADA ramps	ramps need to be installed					Common Area Deficiency Form_#6Bollinger ADA ramps
_	7 Road	Open	5/23/2025			1154 Sculthorpe Drive		damaged cobblestones	needs repair					Common Area Deficiency Form_#7Sculthorpe Cobblestone
$\neg \angle$	8 Bocce cou	ırt Open	5/23/2025	2	181	1151 Sculthorpe Drive		safety hazard	needs repair					Common Area Deficiency Form_#8 Sculthorpe Bocce Court
	9 Drainage	Open	7/29/2025	2		1156 Sculthorpe Dr		safety issue with open drainage behind house	possibly needs grate					
	10 Entrance	Open	7/30/2025	?		Aram and Phoenixville Pike		stone facing is falling off the structure	needs repair					
			1											
-		-	1						-					

Collection Timeline

- **Now End Build:** Collect homeowner submissions and update tracking
- **October 30 Ongoing:** Review, validate and provide metrics.
- Ongoing: Share collected data and metrics with Board for discussions with developer, builder, and township
- makes and follow up to the contract of the con

How you can help

- Walk your street and nearby areas
- Report issues using the form
- Collaborate with Transition Committee for questions or for walkthroughs
- Share the process with neighbors
- Stay engaged your voice matters!

Questions

- Open questions from homeowners
- Thank You in advance for your participation
- Contact <u>transitionwoodlands55@gmail.com</u>
- Link to reporting form will be distributed following

Thursday's meeting