

25 - 35 Adams Circle, Devens, MA

HOA Maintenance Plan [DRAFT]

Date: 09-15-2025

To Be Added: Exterior home & carport visual guidelines; Allowable plants & landscaping

Purpose

The Adams Circle Homeowners Association ("HOA") is responsible for ensuring that all common areas and shared infrastructure within the community are maintained to a high standard of safety, functionality, and visual appeal. This plan provides detailed guidance on sidewalk upkeep, landscaping, snow removal, curbs, mailbox areas, reserves, and homeowner responsibilities. It also establishes a funding and fee structure to ensure financial sustainability for ongoing maintenance and long-term capital needs.

1. Sidewalk Maintenance

Scope of Work:

- Routine Inspections: Conducted twice per year (spring and fall). Document cracks, surface spalling, water pooling, trip hazards, and heaving caused by frost or tree roots. Inspection results logged with repair priorities ranked by severity.
- Cleaning: Sweeping and debris removal as needed; pressure washing annually in spring.
- Repairs: Hairline cracks sealed, raised slabs corrected, major repairs scheduled for summer months.
- Snow/Ice Treatment: Included in snow removal program, treated with eco-friendly de-icers.

Frequency:

- Inspections: Twice per year.
 - Cleaning: At least once annually.
 - Repairs: As required.
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2. Front Yard Landscaping

Scope of Work:

- Grass Mowing: Jan–Apr no mowing; May–Oct weekly; Nov–Dec as needed.
- Rain Gardens & Bioretention Areas: Monthly inspections spring/summer, annual re-mulching, debris removal.
- Weeding & Bed Maintenance: Weekly during growing season; mulch replenished annually.
- Tree & Shrub Care: Pruning annually; inspections for pests/disease.
- Irrigation: Startup in spring, monitoring summer, winterization in fall.
- Pest inspections and treatment

Frequency:

- Grass mowing: Weekly May–Oct.
- Weeding: Twice per month.

- Rain garden inspections: Monthly spring/summer; quarterly otherwise.
- Mulching: Annual spring.
- Pruning: Annual + as needed.

3. Snow Removal

Scope of Work:

- Sidewalks & Common Walkways: Cleared within 12 hours of snow event completion.
- Driveways: Cleared with plows or snowblowers; residents to move cars as directed.
- Roadways & Curb Cuts: Cleared by HOA contractor in coordination with municipal services.
- De-icing: Salt/sand or eco-friendly products applied to high-traffic areas.

Frequency:

- Triggered at 2 inches of accumulation.
- Spot de-icing as needed.

4. Curb Maintenance

Scope of Work:

- Inspections: Annual assessment of plowing/freeze damage.
- Repairs: Cracks sealed; damaged sections replaced; joints maintained
- Painting: Fire lanes, crosswalks, no-parking zones repainted every 2–3 years.
- Snow Season: Ensure curbs are visible and accessible.

Frequency:

- Inspections: Annual (spring).
- Repairs: As needed.
- Painting: Every 2–3 years.

5. Mailbox Area Maintenance

Scope of Work:

- Routine Inspections: Locks, doors, pedestals, and lighting checked quarterly.
- Cleaning: Monthly wipe down; annual power wash.
- Repairs: Locks, posts, pedestals, and lighting fixed as required.
- Snow & Ice: Cleared and treated during snow events.

Frequency:

- Inspections: Quarterly.
- Cleaning: Monthly, deep clean annually.
- Repairs: As needed.

6. HOA Reserves

Funding Policy:

- Purpose: Cover major repairs/replacements of sidewalks, curbs, landscaping infrastructure, and mailbox areas.
- Annual Allocation: 15% of total dues allocated to reserves.
- Example: \$150/house × 12 = \$1,800/month; \$21,600/year; \$3,240/year to reserves.
- Governance: Funds held in separate account; disbursements require Board approval.
- Target: Maintain reserves equal to at least one year of projected capital repair costs.

7. HOA Fee Adjustments

- Fees reviewed annually by the Board.
- Projected 3% increase per year in line with CPI.
- Example: Year 1: \$150/month; Year 2: \$154.50; Year 3: \$159.14.

8. Resident Responsibilities

- Keep driveways clear of property to allow snow and mowing access.
- Report hazards or damages promptly.
- Avoid altering HOA-maintained landscaping or sidewalks.
- Collect mail regularly and report mailbox issues.

9. Sustainability & Best Practices

- Electric mowing and snow equipment where feasible.
- Organic fertilizers and minimal pesticide use.
- Native, drought-tolerant plants for landscaping.
- Minimized road salt use to protect vegetation.

10. Waste Management

The HOA will provide and manage community-wide waste services to ensure a clean, safe, and environmentally responsible neighborhood. The cost of trash, recycling, and compost collection is included in HOA fees.

Scope of Work:

- Trash Collection: Weekly collection every Wednesday. Trash should be placed curbside in HOA-provided receptacles no earlier than the evening before pickup and no later than 7:00 AM on collection day.
- Recycling: Weekly collection alongside trash. Residents are required to separate recyclables (paper, cardboard, glass, metals, and plastics) from other waste. Recycling should be clean and dry.

- Composting: Weekly collection alongside trash and recycling. Compostable materials include food scraps, yard waste, and other organic matter. Residents should not place plastics, metals, or other non-compostables in compost receptacles.
- Resident Allocation: Each household is provided with:
 - One (1) recycling receptacle
 - One (1) compost receptacle
 - Two (2) waste receptacles
- Compliance: Residents are expected to follow local recycling and composting guidelines. Overflow trash or improperly sorted materials may result in additional fees billed to the household.
- HOA Responsibilities:
 - Contract with a licensed waste hauler.
 - Replace or repair damaged receptacles as needed.
 - Monitor compliance and address issues with households that repeatedly fail to sort waste properly.

HOA Pro Forma Budget Summary

Category	Annual Allocation (\$)	Notes
Landscaping (mowing, weeding, pruning)	7,500	Weekly mowing, seasonal care
Snow Removal (driveways, sidewalks)	5,000	Based on average snowfall
Sidewalk & Curb Repairs	2,000	Annual maintenance allocation
Mailbox Area (cleaning, repairs)	1,000	Includes power washing, lock repairs
Waste Management(trash, recycling, compost)	3,000	Weekly collection
General Admin/Insurance	360	HOA management, legal, insurance
Reserves (15%)	3,240	Set aside annually

Total Annual HOA Fees: \$21,600

Adams Circle HOA Maintenance Checklist

Area	Task	Frequency	Responsible Party
Sidewalks	Inspect for cracks	Semi-annual	HOA Contractor
Sidewalks	Pressure wash	Annual	HOA Contractor
Landscaping	Grass mowing	Weekly May-Oct	Landscaping Contractor
Landscaping	Weeding beds	Twice monthly	Landscaping Contractor
Landscaping	Rain garden inspections	Monthly/Quarterly	Landscaping Contractor
Snow Removal	Clear sidewalks & driveways	Each snow >2"	Snow Contractor
Waste Management	Trash Collection	Weekly	Waste Contractor
Waste Management	Recycling Collection	Weekly	Waste Contractor
Waste Management	Compost Collection	Weekly	Waste Contractor
Waste Management	Replace damaged receptacles	As needed	HOA Contractor
Waste Management	Monitor compliance with sorting	Ongoing	HOA Contractor
Curbs	Inspect/repair	Annual/As needed	HOA Contractor
Mailbox	Clean exterior	Monthly	HOA Contractor
Mailbox	Inspect locks/lighting	Quarterly	HOA Contractor
Financial	Allocate 15% to reserves	Annual	HOA Treasurer