



Commercial Property Maintenance Tips

Tract/Landscape Maintenance

- Mow/line trim grass to the way to the right of way (curb or street)
- Replace missing or dead/dying trees or shrubs with approved materials
- Maintain area around monument signs—the concrete foundation of monument signs must be kept screened with evergreen landscaping;
- Trim trees regularly. Per Missouri City guidelines, trees must be trimmed a minimum 14 feet above roadways and 8 feet above walkways. Minimal shaping is required. “Lollipop” style of tree trimming is prohibited. Please visit our website for tree trimming recommendations.
- Remove tree stakes after trees have been in the ground for a year to prevent damage to the tree.

Property Maintenance

Each Owner must keep their tract maintained, including but not limited to the building and parking lot. Owners should inspect their properties monthly. This may require the following:

Building

- Power washing all elevations of the building to remove dirt/mildew and re-painting the building the approved color as needed;
- Storefronts must be kept clean and maintained (glass and frames). Merchandise must not be displayed on sidewalks.

Parking Lot and General Site Maintenance

- Parking lots (front/side/rear) must be kept dirt/debris free and striping should be re-painted the approved color (white) as needed;
- All exterior trash cans should be emptied daily. Trash/debris should be removed from parking lot and surrounding areas daily. Dumpster enclosures must be kept maintained with doors kept closed when not in use;
- All parking lot signage must be kept maintained. Parking signage poles and sign backs should be painted the approved color for the shopping center;
- All light fixtures should be kept in working order with timers adjusted as needed. Ensure fixtures and bulb covers are kept clean.
- Parking lot light poles and bases must be kept clean. Repaint approved color as needed.
- All exterior equipment must be kept maintained. Contact utility providers should one of their boxes become damaged.
- Items should not be stored in rear of building.

Signage, Property Modifications and Special Events

Owners must submit for architectural approval **prior** to the installation of any building or property signage or property modifications. Signage and property modifications must meet Design Standards and shopping center requirements.

- Building signage must be kept clean (i.e. free of dirt, birds’ nests, etc.). Replace lenses as needed to prevent fading. Recommend quarterly inspections of illuminated signage to ensure they are functioning properly;
- Monument signs must be kept clean. Repaint engraved letters the approved color (black) as needed. Foundation of monument sign must be kept screened with approved evergreen landscaping;
- Posters/signs may not be directly attached to windows; Sidewalk signage not permitted.
- Neon “open” signs are permitted but must be located inside the building a minimum of 5 feet off the window. Sign must not blink/scroll.
- Owners/tenants must submit for approval **prior** to holding any special events that include outdoor activities.