

MAINTENANCE GUIDELINES

| <u>MAINTENANCE OF:</u> | <u>Homeowners Association</u> | <u>Individual Home Owner</u> |
|---|-------------------------------|------------------------------|
| <u>EXTERIOR WALLS, INCLUDING:</u> | | |
| Painting - Siding & Stucco | X | |
| Siding | X | |
| Sheathing | X | |
| Insulation | | X |
| Wall Board | | X |
| Interior Trim | | X |
| Interior Painting | | X |
| <u>EXTERIOR DOORS & FRAMES, INCLUDING:</u> | | |
| Painting | X | |
| Hardware | | X |
| Garage Door Openers | | X |
| <u>EXTERIOR WINDOWS & FRAMES, INCLUDING:</u> | | |
| Painting | X | |
| Glass | | X |
| Screens | | X |
| Hardware | | X |
| <u>STORM DOORS, INCLUDING:</u> | | |
| Glass | | X |
| Screens | | X |
| <u>EXTERIOR, INCLUDING:</u> | | |
| Stairs | | X |
| Wooden Decks and Stairs | | X |
| Concrete Patios | | X |
| Concrete Stoops | X* | |
| Staining and Applying Preservative to Decks and/or Stairs | | X |
| Window Wall Covers | N/A | |

*Alterations to front stoop owner responsibility.

Homeowners Association

Individual Home Owner

ROOF

Repair (Original) x
 Replace (Council Approval) x

STRUCTURAL ELEMENTS ABOVE WALLBOARD OF THE UPPERMOST FLOOR, INCLUDING:

Shingles & Underlayment x
 Sheathing x
 Beams x
 Original Skylights (Excluding Glass) x
 Skylights (Glass) x
 Skylights (Added) x

INTERIOR TITLE LINE WALLS, INCLUDING:

Wallboard x
 Interior Trim x
 Interior Finish x

BELOW UPPER SURFACE OF FIRST FLOOR SUBFLOORING, INCLUDING:

Subflooring x
 Floor Joist x
 Beams x
 Columns x
 Foundation Walls x
 Wall Cracks x*
 Water Seepage/Dampness x
 Concrete Floors
 Floor Cracks x
 Water Seepage/Dampness x

CHIMNEYS, ABOVE DAMPER, INCLUDING:

Cleaning x
 Periodic Inspections x
 Chimney Caps (Original Constr.) x

EXTERIOR LIGHTING, INCLUDING:

Garage Lights on HOA Meter x
 Light Sensors on HOA Meter x
 Garage Lights on Owners Meter x
 Light Sensors on Owners Meter x
 House Lights on Owners Meter x

*Exceptions - only cracks adversely effecting structural integrity

CENTRAL FIRE AND SECURITY ALARMS, INCLUDING:

| | | |
|---------------------------|--|---|
| Periodic Testing | | x |
| Alarms Repair/Replacement | | x |

HEAT PUMPS, INCLUDING:

| | | |
|---------------------------|--|---|
| Periodic Inspections | | x |
| Maintenance of Cement Pad | | x |

ADDITIONS MADE BY HOME OWNER PRIOR TO
THE INITIAL CONVEYANCE, INCLUDING SCREENED & GLASS ENCLOSURES:

| | | |
|-------------------|---|---|
| Exterior Painting | x | |
| Siding | x | |
| Sheathing | x | |
| Insulation | | x |
| Wallboard | | x |
| Interior Trim | | x |
| Interior Painting | | x |

ADDITION MADE BY HOME OWNER SUBSEQUENT
TO INITIAL CONVEYANCE, INCLUDING SCREENED & GLASS ENCLOSURES:

| | | |
|-------------------|---|---|
| Exterior Painting | x | |
| Siding | | x |
| Sheathing | | x |
| Wallboard | | x |
| Interior Trim | | x |
| Interior Painting | | x |

GUTTER AND DOWNSPOUTS, INCLUDING:

| | | |
|---|---|--|
| Painting | x | |
| Remove Leaves and/or Other Obstructions | x | |

MISCELLANEOUS, INCLUDING:

| | | |
|--|---|---|
| Drainage | x | |
| Dryer Vent Cleaning | | x |
| Insects/Pests/Animals Inside | | x |
| Insects/Pests/Animals Outside | x | |
| Lamp Posts | x | |
| Mailboxes | x | |
| Outside Faucets-Original | x | |
| Outside Faucets-Residents | | x |
| Outside Electric Meters | x | |
| Outside Fire Extinguishers | x | |
| Plumbing Inside to Shut Off | | x |
| Plumbing Ext. from Shut Off | x | |
| Soil Pipe to First Clean Out | | x |
| Soil Pipe Sewer Beyond First Clean Out | x | |
| Snow Removal | x | |
| Walkways and Driveways | x | |