

Landings at Pine Creek Townhomes

Maintenance Responsibility Policy

Adopted January 9, 2020

[Exhibit A. 2020 Maintenance Responsibility Policy follows]

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2020 Maintenance Responsibility Policy

The division of maintenance responsibility between homeowners and the Homeowner's Association (HOA) is governed by several defining principles.

First and foremost, owners of townhome properties are *homeowners*. They are the record owner of the home and the lot it sits on. As homeowners, they are responsible for the maintenance and repair of all aspects of their property, except as provided for in the Declaration of Covenants, Conditions and Restrictions for The Landings at Pine Creek. These fundamental principles are clarified below.

These standards are enforced to maintain a pleasant, clean, homogeneous appearance, to preserve property value, and to promote harmony within the Community.

1. As homeowners in a townhome community, each owner shares certain *common aspects* of the buildings and grounds that, by their very nature, cannot be maintained by individual owners. (They are either owned by the Association and are deemed to be "common areas" or are owned by the lot owner with the restriction that the Association is legally required to maintain them under the Declaration.) These common aspects include the roofs of the townhomes, siding, yard maintenance, streets and common grounds owned by the HOA. The expenses involved in the maintenance and repair of these common aspects are *common expenses* to be borne by the HOA. In respect to the buildings, common expenses include (as necessary) painting the outside of the buildings (including front porch trim, cast iron railings and crawl space doors) staining the front doors, maintenance and repair of the eaves (including gutters and downspouts,) maintenance and repair of outside siding (cement boards, corner boards and trim around garage doors,) and maintenance, repair and replacement of the roofs of the buildings (to include the roof deck and shingles.)
2. The Declaration of Covenants also specifies certain other expense categories that shall be within the responsibilities of the HOA. These include the maintenance of the Common Areas, private streets, driveways, signs, access easements crossing private property, sidewalks, fencing on interior lots and behind the homes on Harbor Creek, retaining walls, drainage, lighting, lot landscaping and ordinary yard maintenance for all lots. As provided for in the Declaration of Covenants, Exterior Maintenance shall not include glass surfaces other than those comprising a portion of the front door.
3. Decks, patios, rear steps, back doors, storage doors, privacy fencing between lots (other than fencing on the interior lots) and garage doors are not *common aspects* of the buildings and the maintenance and repair of these aspects are the responsibility of the homeowner.
4. Foundations are the responsibility of the homeowner, including crawl space doors and vents except for painting on the regular painting schedule.

The Maintenance and Responsibility Chart outlines the specific responsibilities of the homeowners and the HOA.

Use the following chart in conjunction with the Policy (and Declaration).

Both the policy and chart may be missing some items. Generally, these are items that will need to be left to the Board of Directors or Community Manager's best judgement at the time maintenance is required.

2020 Maintenance Responsibility Chart

Adopted January 15, 2020

Note:

1. Exterior improvements, changes, repairs and replacements made by the homeowner must be approved by the Architectural Committee.
2. If a homeowner refuses to maintain an aspect of the Lot that is his or her responsibility, the Board of Directors has the authority to fulfill the required action and to bill the homeowner.

Maintenance Category	Responsible Party	
	Homeowner	HOA

BUILDINGS

Interior		
All aspects: including damage caused by outside leaks or failures	Homeowner	

Exterior		
Cement board siding – painting and repair		HOA
Eaves and corner boards – painting and repair		HOA
Garage door trim – painting and repair		HOA
Front porch trim – painting and repair		HOA
Front porch cast iron railings schedule paint cycle		HOA
Front porch cast iron railings – repair		HOA
Foundation – including cement portion of front porch/steps	Homeowner	
Foundation vents	Homeowner	
Foundation dryer and bathroom vent covers	Homeowner	
Crawl space – including duct work & moisture control	Homeowner	
Sidewalks		HOA
Driveways		HOA
Windows	Homeowner	
Front door outside glass (per the Covenants)		HOA
Decks and screening – all aspects of maintenance and repair	Homeowner	
Fencing on the homeowner’s lot (except backyard fencing for interior lots & fence along back of home on Harbor Creek)	Homeowner	
Privacy fencing between lots (except Interior Lots)	Homeowner	
Fence of backyards of interior lots & running along back of homes along Harbor Creek		HOA
Back steps	Homeowner	
Patio	Homeowner	
Back porch	Homeowner	
Awnings	Homeowner	
Doors – all aspects of maintenance (except scheduled staining cycle by HOA of front door)	Homeowner	
Back door	Homeowner	
Storage door	Homeowner	
Front Door – except outside glass (HOA responsibility: except due to homeowner negligence)	Homeowner	

Crawl space door	Homeowner	
Garage door (using approved door)	Homeowner	
Storm doors (using approved doors)	Homeowner	
Garage light fixtures replacement (using approved fixtures)		HOA
Light Fixtures (except garage)	Homeowner	
Water spigots	Homeowner	
Screen porches	Homeowner	
Shutters		HOA

Roofs and Related

Shingles		HOA
Tar paper		HOA
Roof deck – plywood sheathing		HOA
Source of roof leak		HOA
Roof trusses	Homeowner	
Vents and boots		HOA
Gutters and downspouts – unless homeowner installed		HOA
Gutter leaf covers installed by owner	Homeowner	
Skylights		
Flashing around skylights installed by owner	Homeowner	
Replacement of skylights	Homeowner	

GROUNDS

On Homeowner lots

Ordinary yard maintenance – mowing, fertilization, weed control		HOA
Aeration, seeding		HOA
Mulch		HOA
Trimming bushes		HOA
Beds		
General weed control		HOA
Flowers	Homeowner	
Back Patio & Decks	Homeowner	

On Common Areas

All yard maintenance		HOA
Retaining walls		HOA
Lighting		HOA
Signage		HOA
Mailboxes – unless damaged by homeowner		HOA
Entrances		HOA
Trees – trimming and replacement		HOA
Streets and parking areas		HOA

Other			
Air conditioning/heating		Homeowner	
Cable TV/Satellite TV/Internet		Homeowner	
Electrical – on homeowner’s property		Homeowner	
Gas		Homeowner	
Telephone		Homeowner	
Water/Sewer tap on homeowner’s property from meter to house		Homeowner	
Insect control			
	Termite inspection and treatment		HOA
	All other	Homeowner	
	Animal control or infestation	Homeowner	
Insurance			
	For homeowner’s unit	Homeowner	
	For common areas		HOA
Trash removal		Homeowner	
Snow removal			
	Sidewalks/driveways	Homeowner	
	Streets and parking areas – as necessary		HOA
Fireplaces		Homeowner	
Drainage			HOA
Gutter Cleaning			HOA
Security Systems		Homeowner	
Dryer Vent cleaning		Homeowner	

Building Maintenance:

If your home needs a repair that is HOA responsibility, please send an email include your name, street address, home, cell and work telephone numbers to the community manager.

Normal turnaround time is approximately three (3) weeks unless otherwise requested. Emergencies such as roof leaks, take precedence over routine maintenance.

Windows & Doors:

The homeowner is responsible for maintaining, repairing and replacing the windows, screens and doors except for the exterior finished surface of the front entry door and front door glass, which will be maintained by the Association.

Termite Inspection:

The HOA arranges for the annual Termite Inspection. Homeowners are responsible to make arrangements for access to their property so the inspection can be done. This is the only way to maintain the contractual termite coverage on homes. If your home is not accessible on the arranged dates, any fee charged by the termite service company for additional inspection will be billed to the homeowner. If your home is not inspected and termites are found later, than the Homeowner will be responsible for all repairs and treatments.

Gutter Cleaning:

The HOA arranges for gutter cleaning for the entire community annual usually in December. Gutters on the perimeter homes (back side) will be cleaned a second time in June/July. HOA provides additional gutter cleaning as needed at the discretion of the board.

Landscape:

Any landscape or hardscape improvement or replacement not of the original specifications of the developer/builder approved by the Architectural Committee, is the responsibility of the homeowner to maintain.

All gardens and areas in gardens, allotments, borders, botanical gardens, bowers, perennials, annuals, otherwise known as flowerbeds, will not be maintained by the association, and any landscaping or hardscape maintenance within that area shall be the maintenance responsibility of the homeowner.

The HOA may, at the discretion of the landscaper, refuse landscape services to any unit or area made unserviceable by any obstruction, obstacle, barrier, impediment, hindrance, or health and safety risk within that lot. Any lot deemed unserviceable by the HOA, will be the responsibility of the owner to maintain. If the unserviceable lot should fall into disrepair, the owner of the lot may be subject to violation letters, hearings and corresponding fines.

Any landscape or hardscape improvement previously approved by the Architectural Committee shall be maintained exclusively by the homeowner. The HOA may, at its discretion, choose to maintain the improvement with the expressed consent of the owner. The HOA may discontinue maintenance services to any improvement without cause or notice.

Any landscape or hardscape installed or maintained by any owner, must be maintained on a regular basis in a neat and orderly fashion by the Architectural Committee. Any landscape or hardscape deemed to be unsightly, or a hazard, may be maintained by the association and such maintenance may be billed back to the owner.