

Hilburn Townhomes

Maintenance & Service Responsibility Chart

Building Maintenance		
Building - Exterior Surface	Owner:	All repair or replacement on exterior.
	HOA:	None
Building - Interior	Owner:	All interior repairs (sheetrock, floors, carpet).
	HOA:	None.
Doors	Owner:	Interior repairs, paint and maintenance.
	HOA:	None
Door Bells, Buzzers Knobs, Locks	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Weatherstripping	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Sliding Glass Doors	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Gutters & Downspouts	Owner:	All maintenance, repair and replacement if installed by the Owner or any previous Owner; any additional cleanings; any repairs or replacement due to misuse or neglect.
	HOA:	Responsible for gutter cleaning only
Lights - Exterior Building	Owner:	All maintenance, repair and replacement if the light is controlled by the Owner.
	HOA:	Progress Energy is responsible for the maintenance of all street lights. Common Area lights by HOA.
Porch	Owner:	Routine cleaning, keeping free and clear of snow and ice.
	HOA:	None.
Roof	Owner:	Repair and restoration of exterior & interior damage caused by roof leak.
	HOA:	None
Structural	Owner:	All maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, house band etc.); responsible for inspections, treatments and repairs necessitated by insects and other infestations.
	HOA:	responsible for treatment and repairs due to termite infestation up to a certain amount as determined by the Board of Directors.
Vents, Ducts, Flues	Owner:	All maintenance, repair and replacement of dryer and bathroom vents, dryer ducts, chimney flues, roof vents, attic fans, etc., including removal of insects and animals.
	HOA:	None.

Windows	Owner:	All maintenance, repair and replacement of windows, window casings, and window mechanisms; all storm windows and storm doors.
	HOA:	None.
Exterior House Numbers	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Exterior Improvements		
Decks/Patios	Owner:	Routine cleaning, keeping free and clear of snow and ice; all maintenance, repair and replacement if installed by the Owner or any previous Owner.
	HOA:	None
Handrails	Owner:	All maintenance, repair and replacement of original installation by Builder due to normal wear and tear.
	HOA:	None
Brick and Mortar Steps	Owner:	Routine cleaning; all maintenance, repair and replacement
	HOA:	None
Fences	Owner:	All maintenance, repair and replacement of fences installed by the Owner or any previous Owner.
	HOA:	None
Mailbox	Owner:	No maintenance; responsible for giving key to individual mail slot to the new homeowner at closing unless damage is caused by misuse or neglect. 6508 Hilburn Dr (919) 787-8733
	HOA:	HOA responsible for Cluster Box only for normal maintenance.
Sidewalks	Owner:	None unless caused by misuse.
	HOA:	Repairs due to normal wear and tear.
Streets	Owner:	None unless repair is necessitated by damage caused by the Owner or resulting from the Owner's vehicle.
	HOA:	Pot hole repairs, protective sealing applications, and asphalt overlay as needed.
Trash Enclosures	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Grounds & Landscaping		
Grass/Lawn	Owner:	Responsible to ensure grounds are free and clear of obstructions; responsible to maintain grass area in any yard that is completely enclosed or inaccessible to the Association grounds contractor.

	HOA:	Responsible to <u>maintain</u> the condition of the grounds, not necessarily to <u>improve</u> the quality of the grounds.
Leaf Removal	Owner:	May provide additional leaf removal as desired.
	HOA:	Responsible for leaf removals as defined in the landscape contract.
Mulch Beds	Owner:	May provide additional maintenance (weeding, mulch) of existing beds as desired; additions or modifications of plant materials or the beds require prior Board of Director approval.
	HOA:	Responsible to maintain the beds in a condition as determined by the Board of Directors; mulch beds per the contract; provide periodic weeding of beds.
Trees, Shrubs	Owner:	All maintenance, repair and replacement if installed by the Owner or any previous Owner; replacement only if necessitated by abuse or neglect.
	HOA:	Responsible to maintain as the Board of Directors determines appropriate; responsible to replace when needed and appropriate (though replacement may be of a different size).
Irrigation	Owner:	All maintenance, repair and replacement if installed by the Owner or any previous Owner; replacement only if necessitated by abuse or neglect.
	HOA:	Responsible to maintain as the Board of Directors determines appropriate; responsible to repair & replace when needed and appropriate at front entrances and along common ground at main entrance along Hilburn Dr.
Utilities		
Air Conditioning/ Heating	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Cable TV	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Electrical	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Gas	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Telephone	Owner:	All maintenance, repair and replacement.
	HOA:	None.
Water/Sewer	Owner:	All maintenance, repair and replacement to lines / pipes on the Owner's property servicing that individual home, or for repair resulting from misuse by Owner.
	HOA:	All maintenance, repair and replacement to lines / pipes that service more than one home.

Services		
Insect Control	Owner:	All inspections, treatment and control.
	HOA:	None.
Insurance	Owner:	Individual general liability and property insurance covering the unit, betterments & improvements, and personal property; Association must be named as additional insured party.
	HOA:	None for Owner's unit; only general liability for Common Area.
Damage	Owner:	Responsible for all damages due to flood, fire, wind, vandalism and civil disturbances.
	HOA:	No responsibility for the above mentioned damages.
Water Leak	Owner:	Responsible for all repairs and maintenance for the pipe servicing only the home.
	HOA:	All maintenance and repairs for pipes servicing the buildings (more than one home).
Snow & Ice Removal	Owner:	driveways, walkways and patios.
	HOA:	Sidewalks and road only if above certain inches to be determined by the BOD
Termite Inspections & Control	Owner:	None
	HOA:	Responsible for termite inspection and treatment services for the dwellings on a periodic basis
Trash Removal	Owner:	Removal of large, bulk items that cannot fit in trash cans.
	HOA:	None