

BRITTANY WOODS MAINTENANCE RESPONSIBILITY CHART FOR TOWNHOMES

	Association	Homeowner
Air Conditioning & Heating System (HVAC)		XXX
Chimney cleaning, cap/bird screens		XXX
Common area/limited common area	XXX	
Crawl space and storage room doors, locks & latches		XXX
Deck (cleaning)		XXX
Deck (railing included) Maintenance	XXX	
Deck and Stair failure due to builder defect (improper compaction)		XXX
Door, door frame, door bells and storm doors (repairs & replacement)		XXX
Door painting (exterior)	XXX	
Electrical wiring & service		XXX
Exhaust Fans (Roofing – must be approved by the ACC prior to installation)		XXX
Exterior alterations (must be approved by the ACC prior to installation)		XXX
Exterior fireplace cleanouts		XXX
Exterior handrails & house numbers	XXX	
Exterior lighting fixture attached to building		XXX
Exterior trim, siding & brick veneer	XXX	
Sheathing & framing behind siding		XXX
Exterior outlets		XXX
Foundation components, settlement & waterproofing		XXX
Framing of building structure		XXX
Garbage & Recycling Receptacles		XXX
Glass surfaces/windows & doors		XXX
Gutter installation, maintenance & repairs (excluding Epping Forest)		XXX
Gutter maintenance & repair (Epping Forest only)	XXX	
Gutter cleaning (Epping Forest 3x/yr & remaining TH 1x/yr)	XXX	
Interior building surfaces, plumbing & appliances		XXX
Interior damage due to roof/siding leaks		XXX
Insurance (common property liability and all Association owned amenities)	XXX	
Insurance (Property-building structure and foundation, liability and personal content)		XXX
Landscaping in common areas	XXX	
Landscaping (homeowner installed – ACC approval needed prior to installation)		XXX
Mechanical components		XXX
Painting exterior of unit	XXX	
Pest Control (Exterior & Interior)		XXX
Pressure reducing valves		XXX
Roof maintenance and leaks (including boots and flashing)	XXX	
Roof structural members		XXX
Retaining wall (Developer & Association installed only)	XXX	
Shutters	XXX	
Screens (windows & doors)		XXX
Sewage lines (from the cleanout which is closest to the main line* to the unit)		XXX
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Skylights		XXX
Snow Removal – Roads	XXX	
Snow Removal – Walkways		XXX
Spicket (exterior)		XXX
Steps, stoops & patios		XXX
Storage units (siding, trim & roof)	XXX	
Street lights (Progress Energy)	XXX	
Termites (inspections and warranties)	XXX	
Walkways, curbs, street asphalt maintenance and repairs (private streets)	XXX	
Water lines (from meter to unit)		XXX
Water pipes within walls		XXX
Windows, storm windows, frames, encasements, muttons, sashes, screens & sills		XXX

*Main line is defined as any line serving multiple units.