

Oakland Hills Townhome Neighborhood Maintenance and Service Responsibility Chart					
Category	Description	Responsibility		Funding Method	
		Owner	OH	Operating	Reserve
Building Exterior	All maintenance, repair, replacement and painting or staining of non-glass or metal surfaces which includes siding, trim, cornices, crawlspace doors, porch railings, door and window trim		x	x	
Building Exterior	Repair or replacement resulting from misuse or neglect of builder-installed materials, or damage caused by homeowner installation of exterior items such as planter boxes, flags, signs, decorative hangings, etc	x			
Building Exterior	Painting on an 8 - 10 year cycle		x		x
Building Interior	All interior repairs (sheetrock, floors, carpet) except load-bearing walls	x			
Chimney	All maintenance, repairs, and periodic cleaning of the flue	x			
Chimney	All maintenance and repairs of the exterior wooden structure		x	x	
Doors	All maintenance, repair, replacement of the door, door jamb, storm doors, locks, kickplates, hinges, doorbells, shed doors, painting of the door if damaged or necessitated by misuse or neglect	x			
Doors	Painting on an 8 - 10 year cycle		x		x
Gutters/Downspouts	All maintenance, repair, and replacement of front gutters	x			
Gutters/Downspouts	All maintenance , repair, and replacement of rear guttters		x		x
Lights - exterior building	All maintenance, repair, and replacement of exterior light fixtures is controlled by the owner	x			
Front Porch	Routine claning, keeping free and clear of snow and ice	x			
Concrete stoop	Structural repairs and maintenance		x		x
Roof	Repair and replacement of roof deck (plywood sheathing, repair and restoration of interior damage caused by roof leak, repair and replacement of skylights, all maintenance and repair to skylights installed by the Owner or any previous Owner	x			
Roof	Repair to source of roof leak; repair and replacement of shingles, felt and flashing; repair of flashing around original builder-installed skylight		x	x	
Roof	Replacement of roofs as needed not more frequently than every 25 years. All roofs replaced in 2018		x		x
Roof	Blowing off of leaves and debris according to contract		x	x	
Structural	All maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc)	x			
Structural	All required inspections, treatments and repairs necessitated by termites or other insects or other infestations	x			
Vents, ducts, flues	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	x			
WIndows and Skylights	All maintenance, repair and replacement of windows, window casings, storm windows, screens, and window mechanisms; painting of the window necessitated by abuse or neglect	x			
WIndows and Skylights	Painting on an 8 - 10 year cycle		x		x
Exterior Improvements					
Decks/Patios/Handrails	Routine cleaning, keeping free and clear of snow and ice, all maintenance, repair and replacement if installed by the Owner of any previous Owner	x			
Mailbox	All maintenance, repair, and replacement as needed		x		x
Sidewalk/sidewalk stairs	Routine cleaning; keeping free and clear of snow and ice, any damage caused by or resulting from abuse, neglect, or chemicals (salt, petroleum products, paints, etc)	x			
Sidewalk/sidewalk stairs	WHEN NEEDED: All maintenance, repair, and replacement. NOTE: discolored or cracked sidewalks will only be repaired or replaced if they present a safety hazard		x		x
Brick front porch stairs	All repair and replacement	x			
Asphalt	Repair or replacement as necessitated if damage caused by Owner or resulter from Owner's vehicle	x			
Asphalt	Pot hole repairs		x	x	

Asphalt	Asphalt overlay after 20 years or as needed		x		x
Catch Basins	Interim capital repairs or partial replacements to correct displacement or failure caused by erosion		x		x
Concrete curbs & gutters	WHEN NEEDED: Complete replacement over 30 years in 10 year intervals		x		x
Grounds and Landscaping					
Grass/Lawn	Responsible to ensure grounds are free and clear of obstructions; responsible to maintain grass area in any yard that is completely enclosed and inaccessible to Association landscape contractor	x			
Grass/Lawn	Responsible to maintain the condition of the grounds, not necessarily to improve the quality of the grounds, cut the grass on a periodic basis (every 7-10 days) during growing season, fertilize turf areas once/twice in the fall, apply pre-emergent weed control in late Winter/early Spring; edge curbs and sidewalks at least once each month during growing season, aeration in the Fall, overseeding in Fall		x	x	
Leaf removal	In accordance with FSC landscaping contract terms but at least twice per year		x	x	
Mulch beds	Responsible to maintain the beds in a condition as determined by the Board of Directors; mulch beds during late Fall/Winter, provide periodic weeding of beds		x	x	
Mulch beds	Any additional maintenance (weeding, mulch) of existing beds as desired; additions or modifications of plant materials or beds require prior approval of Modifications Committee	x			
Shrubs	All maintenance, repair, and replacement of materials installed by Owner or a previous Owner; replacement of builder-installed material if necessitated by abuse or neglect	x			
Shrubs	Responsible to maintain or replace as needed any builder-installed materials. Replacement may be of a different size		x	x	
Trees	All maintenance, removal, repair, and replacement on private property	x			
Trees	Responsible to maintain or replace when needed and appropriate in common areas only. Replacement may be of a different size		x		x
Retaining Walls	Replace timbers with masonry		x		x
Utilities					
AC/Heating	All maintenance, repair, and replacement	x			
Cable TV	All maintenance, repair, replacement including any damage to exterior siding or landscaping done because of installation or maintenance	x			
Electrical	All maintenance, repair, and replacement	x			
Gas	All maintenance, repair, and replacement	x			
Telephone	All maintenance, repair, and replacement	x			
Water/Sewer	All maintenance, repair, and replacement to lines/pipes on Owner's property, or for repair resulting from misuse by Owner	x			
Services					
Insect control	All inspections, treatment and control. Any exterior damage because the Owner did not treat and control wood damaging insects is the responsibility of the Owner	x			
Insurance	Individual general liability and property insurance covering the unit, betterments and improvements, and personal property; Association must be named as additional insured party; endorsement to pay deductible for Association policy if Owner is responsible for casualty claim. Hedingham Community Association is not responsible for townhome owner's insurance	x			
Snow & Ice removal	All snow and ice removal on decks, porches, stairs, walkways and sidewalks	x			
Trash removal	Removal of large, bulky items that cannot fit in trash cans	x			