

Sandy Springs Townhomes Maintenance & Service Responsibility Chart

The Board of Directors for Sandy Springs Townhomes has adopted the following plan in order to “provide exterior maintenance upon each lot” as per Article VII *Exterior Maintenance*, of the **Covenants, Conditions and Restrictions** for Sandy Springs Townhomes dated 11/26/97 recorded in Wake County Book 7776 Page 632, dated 3/17/99 recorded in Wake County Book 8271 Page 1904, dated 4/12/2000 recorded in Wake County Book 8560 Page 2672, dated 6/18/2003 recorded in Wake County Book 10204 Page 874

Exterior Building Maintenance		
Building – Exterior Surface	Owner:	Glass surfaces, screens, doors and door frames, exterior lighting fixtures and outlets attached to units, sewer and water line repair from the “tap on” to the unit. Any exterior maintenance, repair or replacement costs which would be covered by casualty insurance, whether or not a policy is in effect. Repair or replacement only if necessitated by misuse or negligence, including the extra cost for painting a unit due to the owner changing the color or using the wrong paint. Article VII- “Acts of God”, hail, windstorm, riots, lightning, fire, negligent cause by owners, tenants, contractors, guests, etc. these are owner’s responsibility to repair.
	Association:	Paint the exterior of townhomes, repair, replace and care for roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, grass, walks, mailboxes, exterior post lights (excluding electricity therefore), parking lots and streets, and any other exterior improvements.
Building – Interior	Owner:	All interior repairs including any inside damage caused by outside leaks or failures.
	Association:	none

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Doors and Windows	Owner: Repairs underneath the frame such as dry rot, storm doors, locks, kick plates, door knobs and any ornamental brass, doorbells; all glass surfaces (repair and replacement); storm windows, screens, painting or replacement of the door only if necessitated by abuse, structural repairs and maintenance including problems with any door or window alignment as a result of structural shifts of the townhome Association: None.
Gutters & Downspouts	Owner: None. Association: All maintenance, repair and replacement of original installation by Builder. Cleaning of gutters and downspouts as determined by the Board.
Lights - Exterior Building	Owner: All maintenance, repair and replacement of electrical fixtures and lines if the light is controlled by the Owner. Exterior fixtures must be approved by the Board, including the addition of lights, and replacement of existing fixtures if the style is changing from the existing. Association: Maintenance, repair and replacement of lights in the common areas only if not under the control of the Owner (i.e. Association pays for the electricity).
Porch And Stairs	crawl Routine cleaning, keeping free and clear of snow and ice, structural repairs and maintenance including foundation or structural problems causing a problem with the porch surface and problems caused as a result of structural shifts of the townhome. Association: Maintenance of the exterior building surfaces, including exterior brick work deck or the steps that are not structural.
Roof	Owner: Repair and restoration of interior damage caused by roof leak; repair or replacement of structural supports under the roof.

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	Association: Repair and replacement of roof deck (plywood sheathing); repair to source of roof leak; repair and replacement of shingles, felt and flashing; repair of flashing around any original skylight installed by the builder (not responsible for owner installed skylights or flashing).
Structural	Owner: all maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc.); foundation, area under the townhome; structural problems causing a unit to shift position or any problems caused by the shift Association: None.
Vents, Ducts, Flues	Owner: All maintenance, repair and replacement from below the roof or siding surface and inside the unit of dryer and bathroom vents, dryer ducts, chimney flues, roof vents, all electrical components of the attic fans, etc., including removal of insects and animals. Association: All maintenance, repair and replacement of exterior vents, the structural portion of attic fans and vents.
Skylights	Owner: All maintenance of skylights installed by the Owner or any previous Owner. Must face rear of the unit only. Association: Repair and replacement of skylights, excluding glass surfaces; installed by the builder.
Exterior Improvements	
Decks/Steps/ Handrails/Wood Screening around decks	Owner: Routine cleaning, keeping free and clear of snow and ice; damage caused to the deck if carpet is laid on the deck floor; maintenance, repair and replacement of structural components (deck trusses, joists, bands, stair stringers, posts etc); foundation or structural problems causing a problem with the surface of decks or stairs. Association: All maintenance, repair and replacement of exterior surfaces originally installed by Builder (deck boards, stair treads, railings etc); repair of lattice and wood screening around decks, crawlspace doors.

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Walkways On the Owners Property and Common Area	Owner: Routine cleaning (except as included in grounds maintenance); keeping free and clear of snow and ice if not on the common area; all maintenance, repair and replacement if installed by the Owner or any previous Owner, or if damage caused by the Owner or guests; foundation or structural problems causing a problem with the surface of the walkway, including tree roots and sinking, for the portions of the walkway that are located on the homeowner's property as per the deed. Association: All maintenance, repair and replacement of the common area walkway keeping free and clear of snow and ice. If a walkway repair is made that includes foundation work then the homeowner will be responsible for the cost of the foundation work on their property, and the Association pays for foundation work on the common area. Any repairs made by the homeowner are to be made consistent with the Association's specifications.
Fences	Fences are not allowed in front or side of any building or in any location that would interfere with exterior maintenance. All fencing must not exceed 6' in height and be approved by the Architectural committee or board of directors.
Lampposts	Owner: All maintenance, repair and replacement of bulbs, fixture and pole if located on the Owner's property or if switch is under the control of the Owner. Association: Maintenance, repair and replacement of bulbs, fixture and pole only if Owner unable to control switch and Association pays for electricity.
Mailbox	Owner: Repair and replacement if damage is caused by the Owner or guests. Keys are owner responsibility. Association: Repair and replacement of mailbox stands and mailboxes necessitated through normal use.

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Sidewalks	Owner: Routine cleaning (except as included in grounds maintenance); keeping free and clear of snow and ice; any damage caused by or resulting from abuse or chemicals (salt, petroleum products, paints, etc.). Association: All maintenance, repair and replacement of the sidewalks on or in the common area. Note: discolored or cracked sidewalks will only be repaired or replaced if they present a safety hazard.
Streetlights	Owner: None. Association: All maintenance, repair and replacement of street lights owned by the Association on private streets. For street lights please call Progress Energy at (800) 452-2777 and report the pole number printed on the streetlight.
Streets and parking areas	Owner: None, unless repair or replacement is necessitated by damage caused by the Owner or resulting from the Owner's vehicle. Association: Pot hole repairs; protective sealing applied as determined by the Board; asphalt overlay after 20 years or as needed for private streets and parking areas.
Trash Enclosures	Owner: None, unless repair or replacement is necessitated by damage caused by the Owner or guest. Association: NA
Window Boxes	Owner: Window boxes attached to or sitting on the structure and any damage to exterior building surfaces resulting from the window boxes Association: none
Water Spigots	Owner: All maintenance, repair and replacement of exterior water spigots. Association: None.

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Grounds and 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 Association grounds contractor; responsible for damage to landscape caused by improper parking by residents and guests including oil spills etc. Association: Responsible to <u>maintain</u> the condition of the grounds, not necessarily to <u>improve</u> the quality of the grounds; cut the grass on a regular and timely basis during the growing season; fertilize turf areas twice a year; apply pre-emergent weed control in early spring; edge curbs and sidewalks as needed; fall aeration; fall over seeding.
Debris Removal	Owner: Responsible for removal of any and all debris generated by owner or resident, including debris from maintenance of gardens and flower beds planted and maintained by owner. Association: Removal of debris from common areas as determined by the Board.
Irrigation System	Owner: Responsible for the repair or replacement of parts damaged by the Owner or guests. Association: Responsibility of Association
Leaf Removal	Owner: May provide additional leaf removal as desired. Association: Responsible for 2 leaf removal periods: the first in or about November, the second in or about January depending on weather conditions. In between these removals, leaves will be removed from grass areas, plant beds and walkways during maintenance visits and may be placed in natural areas.
Exterior Plants	Owner: Any climbing plants must be in pots and must be kept away from building surfaces. Homeowner will be responsible for cost of removal of vines. Association: None, except that plants that are identified to be causing a problem with exterior maintenance of building surfaces will be removed at owner's expense.

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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 Architectural Review Committee approval. Responsible to maintain gardens and flower beds that were planted by the owner or any previous owner or tenant. Association: Responsible to maintain the beds in a condition as determined by the Board of Directors; mulch beds during the late fall/winter; provide periodic weeding of beds; add seasonal color as determined by the Board and per the maintenance contract.
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. Responsible for removing and replacing foundation shrubs if the homeowner determines that pruning is no longer adequate; additions or modifications of plant materials or the beds require prior Architectural Review Committee approval. Association: Responsible to maintain (Board to determine appropriate use of fertilizers and insecticides); prune; responsible to remove dead shrubbery and replace when needed and appropriate (though replacement may be of a different size). All steps, walls, fences and trees will be trimmed as needed to maintain a neat appearance.
Utilities	
Air Conditioning/ Heating	Owner: All maintenance, repair and replacement of heating or a/c units or any feeder lines to them. Association: None.
Cable TV, Satellite TV	Owner: All maintenance, repair and replacement, including repair of siding and roof if a satellite dish is mounted on the exterior building surface. Association: None.
Electrical	Owner: All maintenance, repair and replacement.

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	Association: None.
Gas	Owner: All maintenance, repair and replacement. Association: None.
Telephone	Owner: All maintenance, repair and replacement. Association: None.
Water/Sewer	Owner: All maintenance, repair and replacement to lines/pipes on the Owner's side of the water meter and all lines servicing only one unit , or for repair resulting from misuse by Owner. Association: Responsible for repairs to lines located within private drives/parking areas or in common areas if determined that it is not Town of Fuquay Varina responsibility.
Services	
Insect Control	Owner: All inspections, treatment and control, inside and outside except termites. Termite damage is not covered by association, only the treatment is covered. Association: Termite inspections and treatment resulting from termite infestations as per the service contract in force and approved by the Board, except if firewood that is stored next to the townhome is the cause of termite infestation, the homeowner will be charged for treatment.
Insurance	Owner: Individual general liability and property insurance covering the unit, betterments & 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. Association: None for Owner's unit; only general liability for Common Area.

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Snow & Ice Removal	Owner: Sidewalks, driveways which are on the owner's property. Association: Supplemental snow removal from sidewalks, driveways, and public roads in the community common area as determine by the Board of Directors.
Trash Removal	Owner: Removal of large, bulk items that cannot fit in trash cans. Association: None. Handled by Fuquay-Varina.

Date Board approved October 20th, 2010.
Updated September 16, 2011