

**TOWNES AT BELLA CASA ASSOCIATION INC.**

**MAINTENANCE RESPONSIBILITY CHART**

| <b><u>Maintenance</u></b>             | <b><u>How Often</u></b> | <b><u>When</u></b>         |
|---------------------------------------|-------------------------|----------------------------|
| Termite Inspections <b>(Required)</b> | Yearly                  | March                      |
| Mulching/Pine Straw                   | Yearly                  | March                      |
| Aerating/Fertilizing                  | Yearly                  | 1 x Front Yards in Spring  |
| Power Washing                         | Every 1-3 Years         | (As Needed)                |
| Gutter Cleaning                       | Yearly                  | Last cleaned Feb. 27, 2025 |
| Exterior Painting                     |                         | 2025-2026                  |

\*Gutter Guards installed on all units in 2022/2023.

**Association/HOA Responsibility**

Maintenance, repair and replacement of all landscaping in Common areas

Maintain the retention pond.

Maintain entry features, common areas, stormwater areas and easements.

Street tree easement and buffer plantings, including replacements.

All lawns not within fenced in back yards.

Landscaping, exterior building surface materials, fixtures, and equipment.

Cleaning, repairing and repainting exterior surface materials including stucco, wood and trim (shingles, decking and other surface roofing materials) which includes around the trim of windows and doors.

Drainage and erosion repairs and improvements in common areas (only).

Maintain the structure/exterior of Mailbox Kiosks (does not include the individual unit boxes, locks and keys).

Visitor/Guest parking areas.

## **Owner's Responsibilities**

NOTE: Owners are responsible for ensuring their renters receive this information.

Maintain, repair, replacement of plants not installed by the Builder/Developer/HOA.

Interior pest control.

Patios, decks and porches.

Backyard spaces within a fence; HOA does not maintain fenced in yards, regardless if the gate is left open or closed.

All drainage improvements and repairs within a fenced in yard and non fenced in yard, are the responsibility of the Owner.

Driveways and Walkways. If repairs are needed, the material must match the current concrete. Colored concrete stains are not allowed.

Maintain any fence installed on a Lot, whether installed by the Builder or the Owner and any yard improvements inside the fence. This includes white vinyl fence panels that separate units. Owners are responsible for cleaning, maintaining and repairing their side of the fence and may wish to split costs with their neighbor if necessary.

White vinyl fences must be kept clean so periodic power washing is recommended to remove dirt and mold. If a fence panel must be fully replaced, an arc submittal is not required as long as the fence (style, height, color. material) matches the existing and is installed in the same location.

All screens; window screens, screen doors, exterior doors, exterior glass surfaces, windows, window fixtures and other related hardware. Upgrading windows for efficiency does not need an architectural submittal if the new window(s) matches the existing windows visually and go in the existing space. (color and size of frames, number of panes, etc. must match). Any variation requires a submittal and architectural approval prior to installation.

All fixtures and equipment installed commencing at a point where the utility lines, pipes, wire, conduits or systems are within the townhome exterior walls, including within any courtyard as well as outside portion of dryer vents and all plumbing. Sewer clean outs and underground plumbing lines that service the unit(s) (any lines/pipes running from the meter to the building).

If owners choose to mulch their own yards/flower beds in between the annual application, the mulch must match the mulch the landscaper uses (triple shredded, brown hardwood mulch).

Sod in areas of the yard damaged by car tires/pets.

Security equipment must not be installed in such a way as to damage the siding or trim (exterior) on the homes.