

Saratoga Orchard Park Maintenance Responsibility Rev. 10/15/23

Element	Sub Element	HOA	Homeowner	Other
Building Maintenance	House Numbers		x	
	Annual Power washing of building exterior	x		
Mail Kiosks	Mailbox keys		x	USPS for re-keying/lock repair
	Mailboxes & Supports	x		
Appliances	Heating, ventilation, Air conditioning equipment, lines, ducts, drains, condensers and electrical components		x	
	Dryer vents		x	
	Dryer ducts/cleaning		x	
	Exhaust fans-Bath/Kitchen		x	
	Hot water heater and equipment		x	
Builder Defects	All		x	
Deck and Concrete Patios	Deck and patio cleaning & sealing		x	
	Deck and patio repair/replacement		x	
Doors and Windows	Any glass repair/ replacement/ glazing including sliding doors		x	
	Door bells, locks, and fixtures		x	
	Door frame		x	
	Exterior window trim repair		x	
	Bay Window trim painting within cycle	x		
	Front, rear, shed door painting within paint cycle	x		
	Front, rear, shed door repair and replacement		x	
	Front Door Glass		x	
	Rear sliding glass doors		x	
	Screen and storm doors		x	
	Window operations and replacement		x	
Drainage/Erosion	Common areas	x		
	On homeowner property			Dependent on source
Electrical	Electrical outlets (interior and exterior)		x	
	All electrical wiring from meter to panel into townhouse serving individual townhome unit		x	
	Electric Service to Meter - lines servicing multiple units			Duke Energy
Exterior Lights	Street Lights			Duke Energy
	Entry Sign Light	x		
	Exterior fixtures bulb replacement		x	
	Exterior light fixture repair and replacement		x	
Safety Fence on Common Property	Repair and replacement	x		
	Wind, tree, fire, etc. damage	x		
Foundation	Exterior alterations (with ACC approval)		x	
	Foundation waterproofing		x	
	Framing of building structure/sill/band board		x	
	Structural failure due to settling		x	
Garbage/Recycling	Garbage/Recycle bin cleaning		x	
	Garbage cans/recycle bins		x	Town of Cary
	Trash collection			Town of Cary
Gas lines	Gas (natural) line to individual unit, supply and meter		X	Dominion Energy
Grounds maintenance	Common area maintenance (grass, shrubs, trees, mulch/pine straw installation)	x		
	Front and back of individual lots (grass, shrubs, trees, mulch installation)	x		
	Landscape alterations (i.e. any bush or tree installation/removal with ACC approval)		x	
Gutters and downspout	Repair, and replacement		x	
	Annual cleaning (covenants stipulate minimum of once per year, HOA historically provides 2 cleanings per year)	x		
Insurance	Insurance (common areas)	x		
	Insurance (directors and officers liability)	x		
	Insurance (townhome lots and structures)		x	
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Pest Control (termites, bees, ants, bats, rodents, etc.)	Pest control in common area	x			
	Removal/Extermination of rodents, insects, etc. inside townhome or within individual lot boundaries		x		
	Termite inspection, treatment, damage and warranty (house /shed)	x			
Roof (house and shed)	Clean, repair and replacement of shingles, decking, ridge vent, framing, flashing and boots		x		
	Damage from branches, storms, hurricanes, internal humidity		x		
	Damage from satellite dishes, solar tubes, etc.		x		
	Power fans, solar tubes, satellite dishes		x		
Siding and trim (house and shed)	Exterior brick and mortar repair		x		
	Exterior painting and caulking (within cycle)	x			
	Siding and Trim Repair and replacement		x		
	Repainting and repair of exterior surface	x			
Stoops and steps	Structural failure due to settling		x		
Storage shed	Electrical lights, outlets, wiring and bulb replacement		x		
	Foundation and structural failure		x		
	Shed roof		x		
	Shed door and locks		x		
	Termite damage	x			
Streets (private), visitor parking, and sidewalks	Asphalt maintenance (overlay, seal coat, striping and repairs/replacement)	x			
	Curbs and gutters cleaning, repair, and replacement	x			
	Signage	x			
	Sidewalks (repairs/maintenance/replacement)	x			
	Concrete Parking Slabs (repairs/maintenance/replacement)	x			
	Step, stoop, sidewalk ice and snow removal		x		
	Street ice and snow removal	x			
Water and Sewer lines	Exterior water faucet/spigot		x		
	Interior plumbing and fixtures		x		
	Leaks, repairs, stoppage and replacement to the private "hook up" lines serving an individual unit		x		
	Leaks, repairs, stoppage and replacement from Private sewer trunk to the TOC "hook up" serving multiple units	x			
	Pressure reducing valves and water shutoff valve		x		
Retaining Walls	Repair and replacement of block retaining walls	x			
	Repair and replacement of wood retaining walls	x			
	The obligations of the Association are set by the Covenants and the Bylaws of the Association. The foregoing represents an attempt to explain the division of responsibilities between the Owner and the Association, and cannot, however, possibly cover all potential circumstances. The Association reserves the right to review the legal document and applicable statutes to answer any specific questions that may arise related to maintenance issues. In the event of a conflict, the terms of the Declaration and Bylaws will control.				
NOTE:	Cells shaded in red indicate elements for which maintenance is deferred until funding becomes available.				
	Saratoga Orchard Park Board Approval: 11/7/2023				