

Waterford Place Townhome Association, Inc.

Maintenance & Service Responsibility Chart

The Board of Directors for Waterford Place Townhouses has adopted the following guidelines in an attempt to address common maintenance issues that arise. These guidelines are meant to assist Owners, but do not take the place of the provisions set forth in the **Covenants, Conditions and Restrictions** for Waterford Place Townhouses dated 10-13-1983 recorded in Wake County Book 3185 Page 88. In the event of any conflict, the Covenants will control. It should also be noted that if any maintenance or repair is necessary due to the misuse or negligence of the Owner or Owner's family, tenants, guests, contractors or invitees, the Owner will be responsible for the same. Please be aware that any work to be performed by the Association could be delayed if underlying or related issues for which the Owner bears maintenance and repair responsibility are not promptly addressed by the Owner.

Owners are responsible for reporting all maintenance issues that require repair or pose safety concerns.

No building, fence, wall or other structure maybe erected by an Owner, nor may any exterior addition, change or alteration of a Lot or Townhouse be made unless an architectural request form has been submitted and approved in writing by the Board.

Building Maintenance		
Building – Exterior Surface	Owner:	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. See architectural request form for submission of paint change and other additions or alterations.
	Association:	All maintenance, repair, replacement and painting of exterior building surfaces.
Building – Interior	Owner:	All interior repairs including any inside damage caused by outside leaks or failures.
	Association	None
Chimney	Owner:	All maintenance, repairs and periodic cleaning of the flue, leaks, structural problems, animals in the chimney; structural repairs and maintenance including foundation or structural problems causing a problem with the chimney and problems caused as a result of structural shifts of the townhome.
	Association	All maintenance and repairs of the exterior siding, masonry cladding (exterior brickwork) and chimney cap.
Doors and Windows	Owner:	Doors (except painting front door and storage unit door), including repairs underneath the frame such as dry rot, storm doors, locks, kickplates, door knobs and any ornamental brass, doorbells; windows (except painting frames), including frame, repairs underneath frame, all glass surfaces; repair and replacement of storm windows, screens; structural repairs and maintenance including problems with any door or window alignment as a result of structural shifts of the townhome
	Association:	Painting of the front door, window frames, and storage unit doors

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

Gutters & Downspouts	Owner: None, unless installed by the Owner or any previous Owner. Association: All maintenance, repair and replacement of original installation by Builder or any party of drainage system installed by Association. 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. See architectural request form for submission of fixture change or addition. 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	Owner: Routine cleaning, keeping free and clear of snow and ice; foundation, settling, erosion Association: Maintenance and repair except for foundation, settling, erosion problems or owner alterations to original porch
Roof	Owner: Repair and restoration of interior damage caused by roof leak; repair or replacement of structural supports under the roof 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 original skylight installed by the builder or with architectural approval; chimney crickets
Structural	Owner: All maintenance, repair and replacement of building and deck load bearing components inside walls, floor joists, roof trusses foundation area under the townhome and deck. Any problems causing a unit or deck to shift position is the homeowner's responsibility to repair and replace. Association: None.
Vents, Ducts, Flues	Owner: All maintenance, repair and replacement 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.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

	Association:	None
Skylights	Owner:	Repair and replacement, including glass or plastic surfaces
	Association:	None
Exterior Improvements		
Decks/Steps/Handrails / Wood Screening around decks	Owner:	The home owner must perform routine cleaning, keeping free and clear of snow and ice. Damage caused to the deck if any other improvements are made or installed including carpet.
	Association:	All maintenance, repair and replacement of exposed exterior deck boards, hand rails, and stair treads originally installed by Builder or with documented architectural approval is covered by the association. Repair of lattice and wood screening around base of decks and crawlspace doors is also covered by the association.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

Walkways and Sidewalks	Owner: Routine cleaning (except as included in ground maintenance); all maintenance, repair and replacement if installed by the Owner or any previous Owner; damage caused by or resulting from abuse or chemicals (salt, petroleum products, paints, etc.). Association: Maintenance and repair except for foundation, settling, erosion problems or owner alterations to original walkways or sidewalks. Discolored or cracked sidewalks will only be repaired or replaced if they present a safety hazard as determined in the discretion of the Board.
Fences:	Owner: All maintenance, repair and replacement. Note, fences may only be installed if approved by the Board (bylaws specifically prohibit fences) Association: None.
Common Area Lighting; Lampposts	Owner: None. Association: Payment for rental and electricity expenses for common area lighting/lampposts maintained by utility company.
Mailbox	Owner: None. Association: Repair and replacement of mailbox stands and mailboxes necessitated through normal use.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

Storage Unit	Owner:	Interior and structural components of unit; door except painting.
	Association:	Roof and maintenance, repair, and painting only of exterior building surfaces and painting of door.
Streetlights	Owner:	None.
	Association:	Maintenance, repair and replacement of street lights owned by the Association on private streets. Please call Progress Energy at (800) 452-2777 and report the pole number printed on the streetlight.
Streets and parking areas	Owner:	None. Notification/request if RESERVED PARKING desired on single dedicated parking space for townhome.
	Association:	Pot hole repairs; protective sealing applied as determined by the Board; asphalt overlay areas as necessary in discretion of the Board (Granby, Cross Keys, Milford, Dansk, Strass, New Britain)

Trash Enclosures	Owner:	None
	Association:	All maintenance, repair and replacement
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 and repair
	Association:	None
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.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

	Association:	Responsible to <u>maintain</u> the condition of the grounds, not necessarily to <u>improve</u> the quality of the grounds, which may include: cut the grass on a regular and timely basis during the growing season; fertilize turf areas; apply pre-emergent weed control; edge curbs and sidewalks as needed; fall aeration; fall overseeding.
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Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

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.
Leaf Removal	Owner:	May provide additional leaf removal if desired.
	Association:	Responsible for leaf removal on a schedule or as needed in the discretion of the Board.
Exterior Plants	Owner:	Any climbing plants must be in pots and must be kept away from building surfaces. Homeowners will be responsible for cost of removal of vines and plants causing a problem with exterior maintenance of building surfaces. Please see section on Shrubs.
	Association:	Common Area plants, otherwise none

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

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, which may include: mulch common area 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; otherwise, replacement only if necessitated by abuse or neglect. Association: Responsible to maintain (Board to determine appropriate use of fertilizers and insecticides); prune
Utilities	
Air Conditioning/ Heating	Owner: All maintenance, repair and replacement of heating or A/C units, pads, structural supports or any feeder lines to them. Association: None.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

Cable TV, Satellite TV	Owner: All maintenance, repair and replacement, including repair of siding and roof if a satellite dish, cable box, or equipment is mounted on the exterior building surface, and any other damage caused by installation or by falling dish or equipment. See satellite dish and antenna policy. Association: None.
Electrical	Owner: All maintenance, repair and replacement. 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 property (from the meter to the house), 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 Cary responsibility up to the meter.

Waterford Place Townhome Association
Maintenance & Service Responsibility Chart

Services		
Insect Control	Owner:	All inspections, treatment and control, inside and outside except termites
	Association:	Termite inspections, treatment and repairs to damage resulting from termite infestations as per the service contract in force and approved by the Board, except if wood that is stored next to the townhome or under the deck is the cause of termite infestation, the homeowner will be charged for treatment and damage.
Insurance	Owner:	Owner is responsible for obtaining insurance on the Townhome, which may include individual general liability and property insurance covering the unit, betterments & improvements, and personal property.
	Association:	None for Owner's unit; only general liability for Common Area.
Snow & Ice Removal	Owner:	Sidewalks, driveways
	Association:	Supplemental snow removal and/or salting from private roads in the community at the discretion of the board of directors, unless removed by a government agency.
Trash Removal	Owner:	Removal of large, bulk items that cannot fit in trash cans.
	Association:	None, call the Town of Cary at (919) 469-4090

Date Board approved 4/18/17