

Highland Village POA

Maintenance & Service Responsibility Chart

Building Maintenance	
Building - Exterior Surface	Owner: repair or replacement only if necessitated by misuse or neglect. Association: all maintenance, repair, replacement and painting/staining includes siding, shutters, trim, cornice, doors, foundation, water spigots, crawlspace doors.
Building - Interior	Owner: all interior repairs (sheetrock, floors, carpet) [condo] except load bearing walls. Association: None
Chimney	Owner: all maintenance, repairs and periodic cleaning of the flue. Association: all maintenance and repairs of the exterior structure.
Doors	Owner: Glassware if any. Association: all maintenance, repair and replacement of the door, door jamb, storm doors, locks, kickplates, hinges and doorbells; garage doors; shed doors; painting of the door.
Gutters & Downspouts	Owner: all maintenance, repair and replacement if installed by the Owner or any previous Owner. Association: all maintenance, repair and replacement of original installation by Builder.
Lights - Exterior Building	Owner: all maintenance, repair and replacement if the light is controlled by the Owner. Association: maintenance, repair and replacement only if not under the control of the Owner (i.e. Association pays for the electricity)
Porch	Owner: routine cleaning, keeping free and clear of snow and ice. Association: structural repairs and maintenance.

Highland Village POA
Maintenance & Service Responsibility Chart

Roof	Owner: 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. Association: repair to source of roof leak; repair and replacement of shingles, felt and flashing; repair of flashing around original skylight.
Structural	Owner: all maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc.); responsible for inspections, treatments and repairs necessitated by termites, insects and other infestations. Association: none.
Vents, Ducts, Flues	Owner: 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. Association: none.
Windows, Skylights	Owner: all maintenance, repair and replacement of windows, window casings, screens, and window mechanisms; painting of the door only if necessitated by abuse. Association: None.
Exterior Improvements	
Decks/Patios/ Handrails	Owner: routine cleaning, keeping free and clear of snow and ice; all maintenance, repair and replacement if installed by the Owner or any previous Owner. Association: all maintenance, repair and replacement of original installation by Builder.
Driveways	Owner: routine cleaning; keeping free and clear of snow and ice; all maintenance, repair and replacement if driveway installed by the Owner or any previous Owner, or if damage caused by the Owner or guests. Association: all maintenance, repair and replacement of original installation by Builder.

Highland Village POA
Maintenance & Service Responsibility Chart

Fences	Owner: all maintenance, repair and replacement of fences if installed by the Owner or any previous Owner. Association: None.
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: None. Association: all maintenance, repair and replacement.
Sheds	Owner: all maintenance, repair and replacement if installed by the Owner or any previous Owner; floor and concrete slab; same Owner responsibilities as in "Building Maintenance." Association: same Association responsibilities as in "Building Maintenance."
Sidewalks	Owner: routine cleaning; 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; note, discolored or cracked sidewalks will only be repaired or replaced if they present a safety hazard.
Stairs	Owner: none Association: all maintenance, repair and replacement
Streetlights	Owner: none. Association all maintenance, repair and replacement [or all maintenance, repair and replacement performed by Progress energy), please call (800) 419-6356 and report the pole number printed on the streetlight].

Highland Village POA
Maintenance & Service Responsibility Chart

Streets	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; excessive sand removal; protective sealing applied approximately every four years; asphalt overlay after 20 years or as needed.
Trash Enclosures	Owner: all maintenance, repair and replacement. 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 are inaccessible to Association grounds contractor. 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 periodic basis (7 - 10 days) during the 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; fall aeration; fall overseeding.
Irrigation System	Owner: responsible for the repair or replacement of parts damaged by the Owner or guests. Association: responsible for the maintenance, repair and replacement of the irrigation system, and providing water for the system.
Leaf Removal	Owner: may provide additional leaf removal as desired. Association: responsible for 2 leaf removal periods: the first in November and the second before the end of the year.
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. [or responsible for all maintenance of mulch beds and plant materials.]

Highland Village POA
Maintenance & Service Responsibility Chart

	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.
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. Association: responsible to maintain (Board to determine appropriate use of fertilizers and insecticides); responsible to replace when needed and appropriate (though replacement may be of a different size).
Utilities	
Air Conditioning/ Heating	Owner: all maintenance, repair and replacement. Association: none.
Cable TV	Owner: all maintenance, repair and replacement. 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, or for repair resulting from misuse by Owner. Association: water spigots.

Highland Village POA
Maintenance & Service Responsibility Chart

Services	
Insect Control	Owner: all inspections, treatment and control (except for insects that will damage the exterior building envelope; i.e. carpenter bees). Association: none
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.
Snow & Ice Removal	Owner: sidewalks, driveways. Association: Supplemental snow removal from public roads in the community.
Termite Inspections & Control	Owner: all inspections, treatment, control and damage resulting from termite infestations. Association: none.
Trash Removal	Owner: removal of large, bulk items that cannot fit in trash cans. Association: none.

Date Board approved _____

Approved by attorney _____