

HEATHERWOOD TOWNHOME ASSOCIATION

OPERATING GUIDELINES ON EXTERIOR MAINTENANCE - ADOPTED MAY 2002 REVISED SEPTEMBER 2018 (clarifications only)

AUTHORITY: RESTRICTIVE COVENANTS GOVERN

PURPOSE OF THIS DOCUMENT: A CONCISE SUMMARY FOR DAY TO DAY OPERATIONS

Responsibilities relating to Heatherwood Townhome Association, referred to hereinafter as "The Association" are confined to exterior maintenance, repairs, and replacement resulting from normal aging and exposure. Conditions resulting from accidents, termites, fire, flood, water, wind, other natural disasters, civil disturbances, vandalism, homeowner negligence and other similar acts shall be the responsibility of the homeowner or homeowner's insurance.

Any and all maintenance which is the responsibility of the Association will be provided under the direction of the Board of Directors after considering the specific circumstances and the most economical and appropriate method of repairs. The Board of Directors will decide when a situation requires remedy. Repairs may be delayed for budgetary reasons.

The homeowner may voice an opinion, but in no instance will dictate the repair method to be used.

The Association will not be responsible for interior damage resulting from exterior failure. Structural damages (walls, floors, roofs, etc.) resulting from settling of the foundation, including the foundation itself, is the responsibility of the homeowner.

Responsibilities of the Association and Responsibilities of Homeowner:

Interior of a townhome is defined as all surfaces under the roof line of the townhome. The interior is the responsibility of the homeowner.

It is the responsibility of the Association to maintain and repair only specific exterior portions of the originally constructed townhome, which are described below. The homeowner's list of responsibilities indicated below contains certain exterior improvements which are the responsibility of the homeowner.

In order for a homeowner to make any exterior improvements or landscape changes, prior approval is required from the Board with respect to color, type, warranties, contractors, etc. via a written Architectural Request (contact management company for form and instructions). Some items not subject to change by the board include all window replacement must include windows with grids. All front doors must be panel only (no glass).

No items of any kind can be affixed or attached to any vinyl siding or trim. Should a homeowner affix items to the vinyl exterior of the townhome, the homeowner will be required to remove the attached item and will be charged for the necessary repairs to the affected siding.

The Association will provide gutter cleaning at times to be determined by the Board. All additional gutter cleaning will be at the expense of the homeowner.

Exterior Painting and Color Selection:

It is the responsibility of the Association to paint certain exterior surfaces of the townhome. The color selection for units is the responsibility of the Board of Directors and Architectural Committee. The front door color will match the color of the shutters. In cases where townhomes do not have shutters, the Board of Directors and/or Architectural Committee will select a front door color. In cases where the door is stained, or is fake wood grain, the homeowner will have the choice of a clear sealer or paint. If the owner(s) and the Architectural Committee cannot reach an agreement, the color selection will be decided by the Board of Directors. **Note: all changes to the exterior, including change of door color require an architectural request for review by the Board of Directors.**

Questions and Problems Relating to exterior maintenance:

Items which are urgent and require immediate attention should also be reported (by phone) directly to the management office. All questions and problems concerning exterior maintenance should be reported to the management company. Homeowners should periodically inspect the outside of their residence and report any possible problems to the management company as quickly as possible to avoid additional damage.

HEATHERWOOD TOWNHOMES
HOMEOWNERS AND ASSOCIATION RESPONSIBILITIES

	Association	Homeowner
Building:		
Crawl space door	X	
Chimney cap & dormer flashing	X	
Chimney flue		X
Storm drains and lines in the common area, gutters, downspouts (Association will clean out gutters per schedule)	X	
Splash blocks, extenders, feeder lines from downspouts		X
Porch screens		X
Exterior building vinyl siding/brick & mortar siding, trim (excluding foundation).	X	
Stoops, exterior steps, hand rails, front porch landings (original construction only)	X	
Interior damage of ceiling, walls, floors caused by leaking roofs, siding or skylights		X
Community mailboxes & supports	X	
Nuisances, removal or extermination of rodents, birds, insects, wood destroying insects, etc.		X
Foundation, including wall/crawl space, vents, mud sill		X
Exterior hose bibs (faucet)		X
Deck Privacy wall	X	
Shutters	X	
Termite Inspection (Association pays only for first annual visit by exterminator – if second visit required due to locked crawl space or storage room door-homeowner pays for return visit)	X	X
Common Areas:		
Parking pads/walkways & sidewalks	X	
Natural areas	X	
Streets	Town	
Trees, shrubs, plantings:		
Trees/shrubs/grass planted by Association and in common areas including maintenance	X	
Removal or replacement of plants, bushes, trees planted within property line (must have prior written architectural approval from Board)		X
Decks:		
Maintenance (Decks will be stained at intervals to be determined by the Board.)	X	
Repairs due to homeowner negligence		X
Lattice work		X
Fences: Subject to Covenants and architectural approval		X
Parking: Each homeowner/renter is to park on their designated parking pad only		X
Animals:		
No pens, runs or pet houses shall be allowed. Residents must follow Heatherwood Covenants, Wake County and Town of Apex laws pertaining to animals (i.e., must keep cats and dogs indoors or on leashes). Residents are required to clean up animal feces.		X

NOTE: Garbage can and garbage storage areas: All garbage storage areas shall be kept orderly, clean and stored behind townhome unit. After pick-up, trash receptacles must be returned behind townhome within 24 hours. Spillage from cans and other trash is not permitted on the grounds. All garbage cans shall have lids and these lids shall be secured to the can when in use. A violation of this regulation, whether caused by the homeowner or by others, is entirely the responsibility of the homeowner.

	Association	Homeowner
Electrical:		
Electrical service to meter	X/Town	
Exterior lighting, fixtures & outlets		X
All wiring, from meter to panel & into townhouse		X
Heating, ventilation & AC equipment, including lines, ducts drains, condensers, electrical connections, concrete pad, condensation lines		X
Front & rear door light fixtures/including light bulbs, exterior outlets, pole lights		X
Gas (Natural) system:		
Gas main up to the PSNC gas meter	X & PSNC	
Gas meter to and including the townhome		X
Plumbing system:		
From city line to meter	Town	
From meter to townhome		X
Inside townhome structure		X
Outside water faucets		X
Hot water heater, furnace & equipment		X
Sewer lines		
Sewer line inside townhome property line		X
Sewer line in common area	X & Town	
Roof:		
Roof covering (shingles, felt, flashing)	X	
Roof sheathing	X	
Framing, rafters		X
Skylights		X
Under eave vents, vent boots, ridge vents, turtle backs, soffit, fascia, sub fascia, returns and rake trim	X	
Roof exhaust fans: requires prior approval from Board and Baker Roofing.		X
Doors:		
Exterior doors, sliding glass doors, screen and storm door, doors added by homeowner, door jamb, threshold casements, weather stripping, house numbers, door buzzers, bells, knobs, and locks, including painting and maintenance. (HO must seek approval to change exterior doors.)		X
Windows:		
Exterior trim/sill/brick molding/drip edge/nosing; painting exterior wooden windows	X	
Glass and damage to wood, putty, paint		X
Sash, (upper & lower), wood frame, stile, mullions, stops		X
Replacement/operation		X
Screens on windows		X
Storm windows & storm doors		X

NOTE: Window frames and window encasements obstructed by storm window shall not be caulked, puttied, or painted by Heatherwood Homeowner Association unless the additional cost is assumed and authorized by the homeowner. To prevent damage to exterior surfaces and paint, Heatherwood Homeowner Association retains the authority to require the homeowner to have their work performed as needed. Storm windows, when improperly installed, can cause severe moisture and water damage. These windows should properly drain water accumulating on the interior side.

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