

**MAINTENANCE RESPONSIBILITY CHART
FOR
ELM PARK TOWNHOME ASSOCIATION**

ITEM	Homeowner	Association
Air Conditioning/Heating (All maintenance, repair & replacement)	X	
Brick & Mortar Steps (All maintenance, repair & replacement due to normal wear & tear)	X	
Brick & Mortar Steps (Routine cleaning; all maintenance, repair & replacement due to misuse or neglect)	X	
Building - Exterior Surface (All maintenance, repair, replacement and painting; includes siding, shutters & trim)		X
Building - Exterior Surface (Repair or replacement only if necessitated by misuse or neglect)	X	
Building - Interior	X	
Cable TV (All maintenance, repair & replacement)	X	
Chimney - Exterior surface	X	
Chimney (All maintenance, repairs & periodic cleaning of the flue).	X	
Damage (Responsible for all damages due to flood, fire, wind, vandalism & civil disturbances)	X	
Decks/Patios (All maintenance, repair & replacement of original installation by Builder)	X	
Decks/Patios (Routine cleaning, keeping free & clear of snow, ice & debris; all maintenance, repair & replacement if installed by the Owner or any previous Owner)	X	
Door Bells, Buzzers, Knobs, & Locks	X	
Doors	X	
Electrical (All maintenance, repair & replacement)	X	
Exterior House Numbers (All maintenance, repair & replacement)	X	
Fences (All maintenance, repair & replacement of fences installed by the Builder)		X
Fences (All maintenance, repair & replacement of fences installed by the Owner or any previous Owner)	X	
Gas (All maintenance, repair & replacement)	X	
Grass/Lawn (Responsible to ensure grounds are free & clear of obstructions; responsible to maintain grass area in any yard that is completely enclosed or inaccessible to the Association's	X	
Grass/Lawn (Responsible to <u>maintain</u> the condition of the grounds, not necessarily to <u>improve</u> the quality of the grounds; mow the grass on a periodic basis during the growing season; fertilize turf areas; apply pre-emergent weed control; edge curbs and sidewalks at least once each month during growing season; fall aeration; fall overseeding)		X

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Gutters & Downspouts (All maintenance, repair & replacement if installed by the Owner or any previous Owner; any additional cleanings; any repairs or replacement due to misuse or neglect)	X	
Handrails (All maintenance, repair & replacement due to normal wear & tear)	X	
Handrails (Routine cleaning; all maintenance, repair & replacement due to misuse or neglect)	X	
Insect Control (All treatment & control)	X	
Insect Control (Only annual termite inspection cost)		X
Insurance (Individual general liability & property insurance covering the unit, betterments & improvements, and personal property; Association must be named as additional insured party)	X	
Lights - Exterior Building (All maintenance, repair & replacement if the light is controlled by the Owner)	X	
Mailbox (United States Postal Service maintains the kiosks as well as the keys)	X	
Porch (Routine cleaning, keeping free & clear of snow, ice and clutter)	X	
Roof (Repair & restoration of interior damage caused by roof leak)	X	
Roof (Repair to source of roof leak, repair & replacement of shingles, felt & flashing)		X
Sliding Glass Doors	X	
Snow & Ice Removal (Roads)		X
Streets (Pot hole repairs, protective sealing applications, and asphalt overlay as needed)		X
Structural (All maintenance, repair & replacement of building structural components (i.e., walls, floor joists, roof trusses, foundation, etc); responsible for inspections, treatments & repairs necessitated by termites, insects & other infestations)	X	
Telephone (All maintenance, repair & replacement)	X	
Termite Inspections & Control (All treatments, control & damage resulting from termite infestations)	X	
Termite Inspections & Control (payment of annual inspection)		X
Trash Enclosures (All maintenance, repair & replacement)		X
Trash Removal (Removal of large, bulk items that cannot fit in trash cans)	X	
Trees/Shrubs (All maintenance, repair & replacement if installed by the Owner or any previous Owner; replacement only if necessitated by abuse or neglect)	X	

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Trees/Shrubs (Responsible to maintain as the Board of Directors determines appropriate; responsible to replace when needed and appropriate (though replacement may be of a different size)		X
Vents, Ducts, Flues (All maintenance, repair & replacement of dryer & bathroom vents, dryer ducts, chimney flues, roof vents, attic fans, etc., including removal of insects & animals)	X	
Water Leak (Responsible for all repairs & maintenance for the pipe servicing only the home)	X	
Water/Sewer (All maintenance, repair & replacement to lines/pipes on the Owner's property servicing that individual home, or for repairs resulting from misuse by Owner)	X	
Water/Sewer (All maintenance, repair & replacement to lines/pipes that service more than one home)		X
Weatherstripping around all doors	X	
Windows	X	

*In the event that the need for maintenance, repair and/or replacement is caused by fire, lightning, windstorm, hail, explosion, riot, riot attending a strike, civil commotion, aircrafts, vehicles and smoke, as well as other similar conditions/situations beyond the Associations control, the foregoing are defined and explained in the NC Standard Fire and Extended Coverage Insurance Policies, the cost of such maintenance, repair and/or replacement shall be the responsibility of the Owner.