

Maintenance Responsibility Guideline 11-24-23
(see Declaration and Bylaws for further detail)

Maintenance	Responsible Party	Comments
Appliances	Owner	After warranty
Attic Contents	Owner	
Cable Service Unit	Owner	
Ceiling Fans	Owner	
Chimneys/Brick	COA	
Clubhouse	COA	
Clusterbox	COA	
Common elements - Interior	COA Maintains, Owner Pays	
Common elements - Exterior	COA Maintains, COA Pays	Unless owner caused damage, then owner pays
Door, Exterior Trim and Caulking	COA	
Door, Exterior Unit, Entrance door, Sliding glass patio door.	Owner	COA is responsible for outside trim, painting and caulking. Homeowner for door and door jam and frame repairs.
Door, storm	Owner	Added by homeowner Must be white, ACR required to install.
Doors and Door Frames, Interior Unit	Owner	An ARC is required for door replacement changes or color change. Any damage associated with ARC is responsibility of Owner.
Dryer Venting System	Owner	
Electrical Wiring	Owner	
Exterior Light Fixtures	COA	Does not include bulbs
Fencing , Unit	COA	
Fencing, Common Area	COA	
Fireplace	Owner	Interior portions including vent and chase
Fitness Center Equipment	COA	
Floors, Interior Unit	Owner	For example wood, carpet, tile, vinyl or vinyl plank
Garage Door/Opener	Owner	Includes all system components
Gas	Owner	Meter to burner
Gutters	COA	
Modifications / additions by homeowner	Owner	Awnings, skylights, etc. Owner also responsible for damage to home.
HVAC System Unit	Owner	
Insurance/Common Area	COA	
Insurance/Home Contents	Owner	Insured by owner. (HO-6 for condominiums)
Interior Light Fixtures & Bulbs	Owner	
Internet Equipment and Wiring	Owner	
Kitchen Cabinets / Vanities	Owner	
Landscaping	COA	
Landscaping in Courtyard	Owner	
Paint/Exterior	COA	
Paint/Interior	Owner	
Parking Pad	COA	
Phone Equipment and Wiring	Owner	
Plumbing Inside Unit	Owner	Includes garage and exterior faucets.
Plumbing Outside unit	City of Raleigh	
Roof	COA	COA is responsible for roof repair. Owner for interior damage.
Roof penetrations (vents, stacks, etc.)	COA	Boot only. Owner responsible for interior damage.
Sheetrock / Interior	Owner	
Shutters	COA	
Sidewalks	COA	DO NOT USE salt. Damage caused by salt use is owner's responsibility.
Sidewalks (Unit & Driveway)	COA	DO NOT USE salt. Damage caused by salt use is owner's responsibility.
Sidewalks (Street side)	Town of Wake Forest	Turned over to Town when streets became public
Siding/Stone/Fascia, Exterior	COA	
Sun Tunnels / Solar Tubes	Owner	Owner responsible for any roof leakage at the installation site
Smoke Detectors / Batteries	Owner	
Streets/Driveways	Wake Forest/COA	
Termite Annual Inspection,and Repairs	COA	COA has insurance for termite repairs through Neuse Termite Control
Trash Cans	Owner	
Water Heater	Owner	
Water/Sewer	Owner/City of Raleigh	Owner-From water meter to sewer cleanout and underslab pipes plus the external faucets (Dominion Energy offers owner insurance). From there on the City of Raleigh is responsible..
Windows	COA	Outside trim and caulking.
Windows	Owner	Includes frame, sashes, jambs, hardware & screens(After 10-year warranty on windows, initial owner only) and interior damage. An ARC is required for window replacement changes. Any damage associated with ARC is responsibility of Owner.
Wireless Internet, Clubhouse	COA	