

BELLA CASA TOWNES HOMEOWNERS ASSOCIATION INC.
MAINTENANCE RESPONSIBILITY CHART

<u>Maintenance</u>	<u>How Often</u>	<u>When</u>
Termite Inspections (Required)	Yearly	October
Mulching	Yearly	Spring or Fall
Gutter Cleaning	Yearly	Jan./Feb. (after leaves fall)
Drain Jetting	Every Other Year	Jan./Feb. 2025
Power Washing	N/A	

Associations' Responsibility

Maintain, repair, replace all improvements situated on **common areas**.

Maintain and repair private streets and entry features.

Retaining walls and common privacy fencing installed by the Declarant or the Association.

Stormwater facilities and easements, including repairs and inspections (retention pond).

HOA maintenance does not include replacing plants/bushes/trees on private lots or maintaining landscaping within enclosed back yards if a fence has been installed. **All fenced-in yards are fully maintained by the property owners.**

Yearly gutter cleaning. Drain jetting is typically done every other year when the gutters are cleaned.

Annual termite inspections (**REQUIRED**). This does not include monthly/quarterly interior or exterior pest control treatments. Verbiage that the termite inspection is required should be added to lease agreements. If a property does not get inspected, the termite bond in place becomes null. This could be a big problem if/when selling the home or if termites are found. Inspections protect not only the unit but also the adjacent units.

Replace roofs on a 20 – 25 year schedule. This does not include roof repairs. Roofs on all units will be done at the same time, community-wide. Per the Reserve Study, roofs will be replaced @ 2038.

Repair incidental damage to any Lot resulting from performance of work which is the responsibility of the Association.

The board reserves the right to inspect and/or make minor repairs to the exterior of units from time to time, at their sole discretion.

Owner's Responsibilities

Except as noted above, all maintenance of the Lot and all structures, parking areas, walkways/driveways, landscaping, and other improvements shall be the responsibility of the owner. This includes all exterior repairs, drainage, roof, garage, patio's, fences, exterior lighting, gutter repairs and downspouts.

Any changes/work done by the resident, all materials, hardware, roof shingles, paint colors, etc. MUST match the existing. This includes mulch.

Homeowners clean/power wash their own units/patio's as needed.

In the case of inclement weather (snow), Homeowners are responsible for pre-treating/cleaning off their own walkways, patio's and driveways.

Homeowners water and replace their own plants and turf (grass). If replacing bushes, they must be the same variety as originally installed. Seed/sod must be the exact same variety as the existing grass. Owners must submit an arc request for approval before removing trees and mature shrubs.

Any deviation or exterior changes that do not 100% match the HOA requires approval by the Board of Directors, by submitting an architectural request. Architectural Guidelines and Request Form can be found on the Omega website.

Maintenance and repairs to HVAC systems, plumbing and sewer lines for each are the responsibility of the Homeowner.

All owners are solely responsible for their renters. This includes providing a copy of the BCTH Rules, Regulations, Policies and Architectural Guidelines to each renter and making sure all leases are for a minimum of 12 months. The number of vehicles allowed per home should not exceed the number of parking spaces designed for each unit (in the driveway and /or garage). Guest parking is available for visitors & vendors; not for regular parking by residents.