

Gloucester Townhouse HOA

Maintenance & Service Responsibility Chart

Approved: November 4, 2020

**This document supersedes all previous versions for Gloucester Townhouse HOA*

Building Maintenance		
Building – Exterior Surface	Owner:	Repair or replacement only if necessitated by misuse or negligence, including the extra cost for painting a unit due to the owner changing the color or using the wrong paint. Includes roof, gutters, downspouts, siding, shutters, trim.
	Association:	All maintenance, repair, replacement and painting of exterior building surfaces if not caused by nature; HOA is Not responsible for Builders defects.
Building – Interior	Owner:	All interior repairs including any inside damage caused by outside leaks or failures.
	Association:	None
Doors and Windows	Owner:	Repairs underneath the frame such as rot, storm doors, locks, kick plates, door knobs and any ornamental brass, doorbells; all glass surfaces (repair and replacement); storm windows, screens, painting or replacement of the door only if necessitated by abuse, structural repairs and maintenance including problems with any door or window alignment as a result of structural shifts of the townhome; painting of interior door if replaced and screens.
	Association:	All maintenance, repair and replacement of the door if caused by rot (not from window leaks such as on French doors) , front doors, unless replaced by homeowner; painting of the door
Gutters & Downspouts	Owner:	All installed by the Owner or any previous Owner. Homeowners (prior or current) are responsible for gutter guards for which they installed. Architectural Requests are required for installation of gutter guards.
	Association:	None
Lights – Exterior Building	Owner:	All maintenance, repair and replacement of electrical fixtures, including the light bulb, and lines if the light is controlled by the Owner. Exterior fixtures must be approved by the Board, including the addition of lights, and replacement of existing fixtures if the style is changing from the existing.
	Association:	Maintenance, repair and replacement of lights in the common areas only if not under the control of the Owner (i.e. Association pays for the electricity) expect lamp post lighting
Porch And Stairs	Owner:	Routine cleaning, keeping free and clear of snow and ice, structural repairs and maintenance including foundation or

		structural problems causing a problem with the porch surface and problems caused as a result of structural shifts of the townhome.
	Association:	Maintenance of the exterior building surfaces including bricks on steps, walkways and walls.
Roof	Owner:	Repair and restoration of interior damage caused by roof leak; repair or replacement of structural supports under the roof. Replace if damaged by nature according to HOA specifications.
	Association:	Repair and replacement of roof deck (plywood sheathing); repair to source of roof leak; repair and replacement of shingles caused by normal wear and tear. Roof vents are replaced when roof is replaced, including maintenance of chimney caps, chimney chase.
Structural	Owner:	All maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc.); foundation, area under the townhome; structural problems causing a unit to shift position or any problems caused by the shift
	Association:	None
Vents, Ducts, Flues	Owner:	All maintenance, repair and replacement of dryer, dryer ducts, chimney flues, all electrical components of the attic fans, etc., including removal of insects and animals.
	Association:	All maintenance, repair and replacement of roof vents with roof replacements.
Fences, House Numbers, Rain Barrels, Awnings, Exterior Building Sunrooms/ Screened Rooms	Owner:	All maintenance, repair and replacement of fences, house numbers, rain barrels, awnings and any and all other improvements added by the prior or current homeowner. Exterior improvements must be approved by the Board, prior to installation by submission of an Architectural request form and receipt of Approval letter.
	Association:	None
Exterior Improvements		
Decks/Steps/ Handrails/Wood Screening around Decks <i>**Please view the end of this document for updates on this section**</i>	Owner:	All maintenance, repair and replacement of exterior surfaces not originally installed by Builder or with architectural approval (deck boards, stair treads, railings etc). Decks must be power washed at minimum once a year, and stained at minimum of every three years.
	Association:	HOA only responsible for handrails if original installed rails on front steps. Maintenance, repair and replacement of structural components (deck trusses, joists, bands, stair stringers, posts etc) foundation or structural problems causing a problem with the surface of decks or stairs.
Walkways/Sidewalks	Owner:	Routine cleaning (except as included in grounds maintenance); keeping free and clear of snow and ice; all maintenance, repair and replacement if installed by the Owner or any previous Owner, or if damage caused by the Owner or guests; foundation or structural problems

		causing a problem with the surface of the walkway or sidewalk, including tree roots and sinking, for the portions of the walkway that are located on the homeowner's property as per the deed. Walkways must be power washed at minimum once a year, and stained at minimum of every three years.
	Association:	All maintenance, repair and replacement of the walkway/sidewalk. If a walkway repair is made that includes foundation work then the homeowner will be responsible for the cost of the foundation work on their property, and the Association pays for foundation work on the common area. Any repairs made by the homeowner are to be made consistent with the Association's specifications. All maintenance, repair and replacement unless owned by the City of Raleigh note: discolored or cracked sidewalks will only be repaired or replaced if they present a safety hazard.
Mailbox	Owner:	Responsible for lock, key, and maintenance of mailbox door. Homeowner is responsible for cost to replace the cluster mailbox in the event of damage including but not limited to a vehicle by the owner, resident or guests
	Association:	Repair and replacement of cluster mailbox stands and mailboxes necessitated through normal use.
Sheds	Owner:	Structural repairs and maintenance including problems caused as a result of structural shifts of the townhome or deck; repair or replacement if necessitated by misuse or neglect; repair and restoration of interior damage caused by roof leak
	Association:	Exterior maintenance to the siding and roof only
Streetlights	Owner:	None
	Association	Street lights maintained by Progress Energy. Homeowners may contact Progress Energy to report any problems with street lights at (800) 452-2777. Please provide Progress Energy with the pole number.
Streets and Parking Areas	Owner:	None, unless repair or replacement is necessitated by damage caused by the Owner or resulting from the Owner's, Resident and/or guests vehicle.
	Association:	Paving, striping, pot hole repairs; protective sealing applied as determined by the Board; HOA is not responsible for damages caused by oil leaks or heavy equipment.
Trash Enclosures	Owner:	All maintenance, repair and replacement,
	Association:	None

Water Spigots	Owner:	All maintenance, repair and replacement of exterior water spigots.
	Association:	None
Grounds and Landscaping		
Grass/Lawn	Owner:	Responsible to ensure grounds are free and clear of obstructions; responsible to maintain grass or plantings area in any yard that is completely enclosed or inaccessible to Association grounds contractor; responsible for damage to landscape caused by improper parking by residents and guests including oil spills etc.
	Association:	Responsible to maintain the condition of the grounds, not necessarily to improve the quality of the grounds; cut the grass on a regular and timely basis during the growing season; fertilize turf areas twice a year; apply pre-emergent weed control in early spring; edge curbs and sidewalks as needed; fall aeration; fall over seeding.
Debris Removal	Owner:	Responsible for removal of any and all debris generated by owner or resident, including debris from maintenance of gardens and flower beds planted and maintained by owner.
	Association:	Removal of Debris from common areas as determined by the Board of Directors.
Retaining Walls	Owner	None, unless repair or replacement is necessitated by damage caused by the Owner, from the Owner's, Resident and/or guest. If a retaining wall is installed by a homeowner, either current or prior, homeowner is responsible to maintain.
	Association	Responsible to maintain, repair and replace in a condition as determined by the Board of Directors.
Leaf Removal	Owner:	May provide additional leaf removal as desired.
	Association:	Responsible for leaf removal if applicable
Exterior Plants	Owner:	Any climbing plants must be in pots and must be kept away from building surfaces. Homeowner will be responsible for cost of removal of vines. Architectural Request form must be submitted and approved prior to any planting.
	Association:	None, except that plants that are identified to be causing a problem with exterior maintenance of building surfaces will be removed at owner's expense.
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 Committee approval with the exception of flowers. Responsible to maintain gardens and flower beds that were planted by the owner or any previous owner or tenant. When a

		homeowner is unable to maintain the adopted area, contact the Board in writing with an explanation.
	Association:	Where applicable, 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; add seasonal color as determined by the Board and per the maintenance contract.
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 with Board approval. Architectural Approval is required.
	Association:	Responsible to maintain (Board to determine appropriate use of fertilizers and insecticides); prune; responsible to remove dead shrubbery and replace when needed and appropriate (though replacement may be of a different size). All steps, walks, fences and trees will be trimmed as needed to maintain a neat appearance.
Utilities		
Air Conditioning/ Heating	Owner:	All maintenance, repair and replacement of heating or a/c units or any feeder lines to them and condensation pipe and slab under unit.
	Association:	None
Cable TV, Satellite TV	Owner:	All maintenance, repair and replacement, including repair of siding and roof if a satellite dish is mounted on the exterior building surface. Architectural Approval is required.
	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 servicing only the Owner's property, which includes interior sewer line clogs or for repair resulting from misuse by Owner. NOTE: Per Article 1 Section 4 "Common Areas": All sewer and water lines serving the Property that are not in a City

		right-of-way or easement shall be deemed Common Area.
	Association:	Responsible for repairs to lines located within private drives/parking lot areas or in common areas if determined that it is not City of Raleigh responsibility.
Services		
Insect Control	Owner:	All inspections, treatment and control, inside and outside except termites, unless an inspector did not have access to the unit, fenced area, storage facility during the Annual Inspection. Homeowner is responsible to remove soil and wood away from foundation if required by termite inspection.
	Association:	Termite inspections, treatment and repairs to damage resulting from termite infestations as per the service contract in force and approved by the Board, except if firewood that is stored next to the townhome is the cause of termite infestation, the homeowner will be charged for treatment and damage.
Insurance	Owner:	Individual general liability and property insurance covering the unit, betterments & improvements, and personal property;
	Association:	None for Owner's unit; only general liability for Common Area & Directors & Officers which includes Entrance Signs and Walls.
Snow & Ice Removal	Owner:	Sidewalks individual walkways and steps
	Association:	Supplemental snow removal from private roads in the community. Snow removal policy, when weather conditions are too extreme for successful melting.
Trash Removal	Owner:	Removal of large, bulk items that cannot fit in trash cans.
	Association:	None

Date Board approved: November 4, 2020

****Deck Maintenance****

The amendment was recorded on July 29, 2022 by the Wake County Register of Deeds in Deed Book 019104 / Pages 00087-00089.

In Article VIII, EXTERIOR MAINTENANCE, the following new language (shown in bold print) shall be added to the end of the last sentence in the Article:

Such exterior maintenance shall not include glass surfaces **or the repair, replacement or maintenance of decks, deck rails, deck supports or deck access steps, risers and railings.** There will be an eighteen (18) month transition period beginning on the date this amendment is recorded with the Wake County Register of Deeds. During this time the Association will assume financial responsibility for repairs not to exceed seven thousand five hundred dollars (\$7,500.00) per lot. Additionally during this transition period, upon the sale of a lot, the Association will assume financial responsibility for all deck repairs.