

Townhome Exterior Maintenance Responsibility - Excluding Oakland Hills

Description	Responsibility		Funding Method	
	Owner	HOA	Operating Budget	Reserve Fund
Building Exterior - reinstall any loose or fallen vinyl fascia or soffit covers		x	x	
Building Exterior - Replacing, painting/staining shutters, cornice, foundation, spigots/hose bibs, crawlspace doors	x			
Building Interior - all interior repairs	x			
Decks/Porches - any deck or porch that has been altered, painted, stained, neglected by owner; or that deviates from the original, builder-installed material.	x			
Decks/Porches- HOA maintained ONLY if no clear coat, paint, or stain has been applied at any time by present or former owner. Up to 15% of warped or rotted wood may be replaced as a result of normal wear and tear.		x	x	
Dryer vent cleaning - when requested by the FSR , Cleaning begins Feb-Apr		x	x	
Exterior doors - Painting, repairs, replacing and maintaining all exterior doors, storm doors, lock, kickplates, hinges, thresholds	x			
Exterior doors - wood rot of door jambs		x	x	
Floodlight fixtures repair/replacement	x		x	
Floodlight bulbs - replacement up to 9' from the ground, bulbs supplied by vendor; work performed within 14 days from date of request. Bulbs higher than 9' from the ground are replaced within 30 days from date of request.		x		
Foundation, brick, block, or wood walls	x			
Gutters: cleaning - 1 time per year by SOR between February and April, repair of crushed, disconnected, clogged or non-functioning gutters		x		
Gutters - additional cleaning outside of SOR-performed once per year. Securing to fascia board. Ensuring proper connection.	x			
Lattice	x			
Mailboxes - any and all damage whether by vandalism, act of God, vehicle collision or any other reason	x			
Mailboxes - Box and post preventive maintenance (normal wear and tear, provided plantings are not obstructing box)		x		
Plumbing	x			
Electrical work of any kind	x			
HVAC systems in units	x			
Pressure washing - every other year by SOR		x		

Pressure washing - any additional cleaning outside of the contract schedule	x			
Privacy Fence - Vendor will repair wood rot only on any unaltered, original, builder-installed fencing		x		
Privacy Fence - any privacy fence that has been altered, painted, stained, or deviates in any way from the original, builder-installed material. Any vandalism or damage caused by an act of God is not covered by maintenance contract.	x			
Repair or replace up to 3 roof shingles		x		
Repair or replace more than 3 roof shingles	x			
Screens	x			
Shutters - reinstall only undamaged shutters that are loose or have fallen		x		
Shutters - damaged or broken	x			
Sidewalk - walkway, parking pad, driveway or other similar feature. Routine cleaning, clearing of snow and ice, repair and replacement	x			
Siding - holes or damage caused only by errant golf balls		x		
Siding - loose siding, normal wear and tear, squirrel or other animal damage, any damage not caused by errant golf balls	x			
Windows - damage caused by errant golf balls repaired on case by case basis		x		
Windows - any damage not caused by errant golf balls	x			
OTHER				
Insect control - Termite inspections, termite bond, treatment, all other pest control	x			
Insurance - individual general liability and property insurance covering the unit, betterments and improvements, personal property. Association must be named as additional insured party.	x			
Snow and Ice removal	x			
Utilities - all maintenance, repair, and replacement	x			