

Division of Responsibilities for Glenlake South between Master Association and Cottage Townes Association

May 2018

The **Master Association** (Master) has maintenance responsibilities for structures and grounds in common areas throughout Glenlake South for the owners of the Cottage Townes and the Manor Associations.

The **Cottage Townes Association** (CTA) has buildings and grounds maintenance responsibilities for 115 cottages.

- See Exhibit A for a list of the 115 cottages. The list delineates front and rear yard maintenance accountabilities (Phase 1 front yard only, and Phase 2 front and rear yard)
- See Exhibit B for division of responsibilities between Owners and the CTA

The purpose of this document is to clarify the division of responsibilities between the Master and CTA for the areas where the two associations may overlap. The document will be useful to both associations, the firm that manages both associations, and to individual owners. Exhibit C highlights, geographically, the division of responsibilities.

Questions have been raised in the past about the responsibilities noted below. This document may be revised from time-to-time as other questions arise.

- **Grounds/Landscape Maintenance** including: **Turf** (mow, blow, edge, seed, fertilize, weed/disease control, replacement); **Shrub/Tree** (pruning, disease control, replacement); and **Irrigation** (turf spray and drip, installation and maintenance)
 - Cottage Association: Total front yard, including devil strip, for Phase 1 & 2 homes
 - Cottage Association: Side yards (behind gatehouse) for Phase 2 only [owners are responsible for phase 1 cottages]
 - Cottage Association: Rear yards (inside rear fence) for Phase 2 only [owners are responsible for phase 1 cottages]
 - Master Association: responsible for all landscape maintenance outside the 3 items noted above
- **Fencing** including: painting, repair, replacement
 1. Cottage Association responsible for all but rear fence line
 2. Master Association responsible for rear fence line (regardless of Cottage property lines)
- **Sidewalks/Driveways** including: maintenance and replacement
 - Owners: driveways
 - Master Association: sidewalks along the streets
 - Cottage Association: walkways from driveways to front porch
 - Owners: all other walkways

⇒ Typical Q&A from owners:

- ✓ Who is responsible maintaining the shrubbery in the area behind the wall in my rear yard? **Master**
- ✓ Who is responsible for turf and plants grass outside of my rear fence or wall? **Master**
- ✓ Who is responsible for a dead tree in the natural area behind my cottage? **Master**

Approved by Master Association

Approved by Cottage Townes Association

EXHIBIT A: Cottage Townes HOA: Owner Addresses

Phase 1

4151 English Garden
4152 English Garden
4156 English Garden
4159 English Garden
4160 English Garden
4163 English Garden
4164 English Garden
4167 English Garden
4168 English Garden
4171 English Garden
4172 English Garden
4175 English Garden
4176 English Garden
4179 English Garden
4180 English Garden
4181 English Garden
4184 English Garden
4185 English Garden
4188 English Garden
4191 English Garden
4192 English Garden

4000 Gardenlake
4004 Gardenlake
4009 Gardenlake
4013 Gardenlake
4017 Gardenlake
4101 Gardenlake
4105 Gardenlake
4108 Gardenlake
4109 Gardenlake
4112 Gardenlake
4113 Gardenlake
4114 Gardenlake
4117 Gardenlake
4121 Gardenlake
4123 Gardenlake
4125 Gardenlake
4127 Gardenlake
4129 Gardenlake
4131 Gardenlake
4133 Gardenlake
4135 Gardenlake
4137 Gardenlake
4139 Gardenlake
4141 Gardenlake
4143 Gardenlake
4147 Gardenlake
4149 Gardenlake
4151 Gardenlake
4153 Gardenlake

Phase 2

4002 Lila Blue
4004 Lila Blue
4006 Lila Blue
4008 Lila Blue
4009 Lila Blue
4010 Lila Blue
4011 Lila Blue
4012 Lila Blue
4013 Lila Blue
4014 Lila Blue
4015 Lila Blue
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4019 Lila Blue
4020 Lila Blue
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4037 Lila Blue
4038 Lila Blue
4039 Lila Blue
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4041 Lila Blue
4042 Lila Blue
4043 Lila Blue

Phase 2 (continued)

3801 Cottage Rose
3803 Cottage Rose
3805 Cottage Rose
3807 Cottage Rose
3809 Cottage Rose
3810 Cottage Rose
3811 Cottage Rose
3813 Cottage Rose
3815 Cottage Rose
3817 Cottage Rose
3819 Cottage Rose
3820 Cottage Rose
3821 Cottage Rose
3822 Cottage Rose
3823 Cottage Rose
3824 Cottage Rose
3825 Cottage Rose
3826 Cottage Rose
3827 Cottage Rose
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3831 Cottage Rose
3832 Cottage Rose
3834 Cottage Rose
3836 Cottage Rose
3838 Cottage Rose
3840 Cottage Rose
3841 Cottage Rose
3843 Cottage Rose

Total 115 Cottages

Phase 1: 50

Phase 2: 65

EXHIBIT B: Cottage Townes Association Maintenance Responsibility Chart

Revised 1-25-17

Your homeowners association (HOA) is pleased to provide the services outlined in the Covenants and is prepared to expedite delivery of these services in times of emergency. The chart below was developed to distinguish between the responsibilities of the HOA and homeowner for specific maintenance services. The chart is a living document and will continue to be updated as we gain experience with specific items and establish policies regarding maintenance. Please note that your HOA Board and PPM, our property manager, expect individual owners to take care of minor issues on their own. Our goal is to be efficient and cost effective in the management of the Association, and your cooperation is appreciated.

Maintenance Item	Homeowner	Association [see Notes 3,4]
Animal removal, including pests in attic	✓	
Attic power vents and fans	✓	
Breaker boxes and other utility connections	✓	
Common area lighting [Master HOA]		✓
Construction/Builder defects	✓	
Damage to landscaping caused by owners, their contractors or guests, autos, repairs, spills, pets, etc.	✓	
Decks	✓	
Driveways	✓	
Dryer vents	✓	
Exterior house doors (replacement, hardware, or repair)	✓	
Exterior house and gatehouse door painting (on a schedule)		✓
Exterior post/street lights [Master HOA]		✓
Exterior house lighting	✓	
Exterior Trim and Siding, including masonry (cleaning, painting, and normal repair)		✓
Exterior water spigots	✓	
Extra cost of painting due to owner negligence (changing the color or using the wrong type of paint)	✓	
Fencing (builder installed only)		✓
Foundation and structural parts of home	✓	
Garbage receptacles	✓	
Gatehouse normal maintenance (trim/door painting, siding and roof repair)		✓
Grounds and landscaping for front yard (to the gatehouse) for Phase 1 & Phase 2 homes [see Note 1 below]		✓
Grounds and landscaping for rear and side yard (past the gatehouse) for Phase 1 homes [see Note 1 below]	✓	
Grounds and landscaping for rear and side yard (past the gatehouse) for Phase 2 homes [see Note 1 below]		✓
Grounds and landscaping common areas [Master HOA]		✓
Grounds and landscaping (homeowner installed)	✓	
Gutter cleaning (on schedule)		✓
Gutter and downspout replacement and repair		✓
Heating/AC units	✓	
Ice and snow removal - from private streets		[see Note 2 below]
Ice and snow removal - from sidewalks, walkways, and driveways	✓	
Interior plumbing installation and maintenance	✓	
Interior repairs caused by exterior leaks	✓	
Mailboxes: normal maintenance, including house numbers		✓
Meter leaks or replacement (gas or water)	✓	
Patio: rear patio surfaces and steps (covered and uncovered)	✓	
Pest control - inside home	✓	
Porch: front porch floor surfaces and steps	✓	
Porch: ceiling maintenance (front and rear)	✓	
Porch: rear covered porch painting and wood trim repair only (not screens)		✓
Porch: rear covered porch deck/floor surfaces	✓	
Private street maintenance		[see Note 2 below]
Repair and maintenance of owner installed architectural changes	✓	
Roof repair: leaks, shingle and vent pipe boot replacement (normal and planned maintenance)		✓
Roof repair due to builder or design defect	✓	
Satellite dish installation and repair (including any related roof damage)	✓	
Screens (including rear porch screening and repair)	✓	
Sewer lines from the house to the city sewer line	✓	
Shutter painting and maintenance (front)		✓
Termite inspection and warranty		✓
Walkway maintenance in front yard		✓
Walkway maintenance past the gatehouse	✓	
Water lines damaged by HOA vendors		✓
Water lines from house to city water main	✓	
Weather-stripping	✓	
Window trim painting and normal trim maintenance		✓
Window glass surfaces, sashes and operating system components	✓	

Note 1: per the Covenants, landscape maintenance (turf and plants) is provided in front yards for all homes in the Association. Rear yard maintenance (behind the gatehouse) is provided for Phase 2 homes (Cottage Rose Lane and Lila Blue Lane); but not for Phase 1 homes (English Garden Way and Gardenlake Drive).

Note 2: private street maintenance is the responsibility of the Master Association.

Note 3: the Association reserves the right to contract for the repairs noted in "Association" column above. From time-to-time it may be appropriate for owners to contract directly with a service provider for repairs that fall under the Association's responsibility; however, if owners expect to be reimbursed for making such repairs, they must first have Association approval.

Note 4: the Association adopts schedules for routine maintenance (e.g. plant replacement, shrubbery pruning, gutter cleaning, painting). Owners that prefer maintenance to be done on a more frequent basis may elect to do it themselves, at owner expense, as long as they conform to Association guidelines and standards.

EXHIBIT C: Geographic Division of Responsibilities



Note	Description	Association	Comments
1	Common area/berm beyond wall/rear fences	Master	Master Assoc. owns most
2	Protected area outside of rear fences	Master	Master Assoc. owned
3	Cottage Rose Lane Island area	Master	Master Assoc. owned
4	Common areas and level spreaders outside rear fences	Master	Master Assoc. owned
5	Common area at intersection and outside of fences	Master	Master Assoc. owned
6	Common area above wall or outside of rear fences	Master	No Assoc. ownership
7	Common areas (4) between cottages and outside of side/rear fences	Master	Master Assoc. owned
8	Common area beyond rear fences	Master	Master Assoc. owned
9	Common area along Gardenlake below wall and outside of rear fences	Master	Master Assoc. owned
10	Multi-lot drainage system on cottage side of retaining wall	Master	No Assoc. ownership
11	Common area/berm beyond rear fences, and grass beyond sidewalk	Master	No Assoc. ownership
--	Phase 1 and 2: front yards, including the devil strip	Cottage	No Assoc. ownership
--	Phase Phase 1: side/rear yards inside fence	Owners	No Assoc. ownership
--	Phase 2: side/rear yards inside fence/wall	Cottage	No Assoc. ownership