

Windbrooke Townhome Association, Inc. Maintenance & Service Responsibility Chart

Building Maintenance	
Roof	<p>Owner: Repair and restoration of interior damage caused by roof leak; repair or replacement of structural supports under the roof decking and sheathing (i.e. trusses).</p> <p>Association: Repair and replacement of roof deck (plywood sheathing); repair to source of roof leak; repair and replacement of shingles, felt and flashing.</p>
Siding	<p>Owner: Repair and restoration of interior damage caused by leak under the siding; repair or replacement of structural supports under the siding; repainting and/or repair due to owner negligence.</p> <p>Association: Power washing and painting of siding on a schedule set by the HOA. Repair/replacement of siding, tan caulking, trim, fascia and soffits unless damage is caused by owner negligence.</p>
Chimney	<p>Owner: All maintenance, repairs and periodic cleaning of the interior flue, leaks, structural problems, animals in the chimney; structural repairs and maintenance including foundation or structural problems causing a problem with the chimney and problems caused as a result of structural shifts of the townhome.</p> <p>Association: All maintenance and repairs of the exterior siding; chimney cap repair and replacement. All chimney caps were replaced in 2013 and 2014</p>
Doors and Windows	<p>Owner: Replacement and repairs of windows and screens; door jambs, glass storm doors, locks, kick plates, door knobs and any ornamental brass; unit numbers; repairs underneath the frame such as dry rot. Window sills and nose trim are the responsibility of the owner. Owners are allowed to repaint their doors and windows themselves or at their expense between the HOA painting using approved paint. Color information is available on the HOA website.</p> <p>Association: Painting of doors and windows on a schedule set by the HOA Board.</p>

Gutters & Downspouts	<p>Owner: None, unless installed by the Owner or any previous Owner. Splash guards and water diversion from the bottom of the downspout is an owner responsibility.</p> <p>Association: All maintenance, repair, painting and replacement of gutters and downspouts which were new in 2013.</p>
Structural	<p>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.</p> <p>Association: None.</p>
Decks, Porches and Stairs	<p>Owner: Routine cleaning, keeping free and clear of snow and ice; damage caused to the deck if carpet is laid on the deck floor; structural repairs and maintenance including foundation or structural problems causing a problem with the deck, porch or staircase surface and problems caused as a result of structural shifts of the townhome. Lattice privacy fence were an option at the time of construction therefore maintenance and painting of these are not an HOA responsibility.</p> <p>Association: Sealing, staining, repair and replacement of steps, floor boards and handrails and other exterior deck components; repair of lattice attached beneath handrails around decks; crawlspace doors, repair and replacement of porch screens.</p>
Lights - Exterior Building	<p>Owner: All maintenance, repair and replacement of electrical fixtures which contain any glass and electrical lines if the light is controlled by the Owner. Replacement of light bulbs on lights controlled by 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.</p> <p>Association: All maintenance, repair and replacement of exterior electrical fixtures which do not include glass (if any). 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).</p>

Water Spigots	<p>Owner: Repair or replacement of all exterior spigots.</p> <p>Association: None.</p>
Party Walls	<p>Owner: The cost of reasonable repair and maintenance shall be shared by the owners who make use of the wall in proportion to such use.</p> <p>Association: None.</p>
Vents, Ducts, Flues	<p>Owner: All maintenance, repair and replacement of ducts, bathroom vents, dryer ducts, chimney flues, roof vents, attic fans, etc., including removal of insects and animals.</p> <p>Association: All maintenance, repair and replacement of vents coming out of the roof except for those listed above.</p>
Home Interior	<p>Owner: All.</p> <p>Association: None.</p>
Property Maintenance	
Streets and parking areas	<p>Owner: None, unless repair or replacement is necessitated by damage caused by the Owner or resulting from the resident's or guest's vehicle.</p> <p>Association: Pot hole repairs; protective sealing; asphalt overlay and restriping as needed for private streets/parking areas.</p>
Walkways	<p>Owner: Routine cleaning; 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, including tree roots and sinking. Additionally, Owner is responsible for any desired raising of the sidewalk leading up to a unit in order to make the first step equal to the rest of the steps and for repair of loose or missing mortar on the front steps.</p> <p>Association: Repair and replacement as necessary except as provided for herein.</p>

Fences and Other Enclosures	<p>Owner: Any installed by the Owner or any previous Owner.</p> <p>Association: None.</p>
Mailbox	<p>Owner: Mail boxes are property of the United State Post Office. Contact Cary Post Office, 150 Wrenn Dr, Cary. 919-420-5230 or 800-275-8777. Repair and replacement, if damage is caused by the Owner or guests including but not limited to broken keys or locks.</p> <p>Association: Repair and replacement of mailbox stands and mailboxes necessitated through normal use.</p>
Streetlights	<p>Owner: None.</p> <p>Association: For street lights on public streets please call Progress Energy at (800) 452-2777 and report the pole number printed on the streetlight.</p>
Grading/Water Flow from Downspouts	<p>Owner: All maintenance and upkeep.</p> <p>Association: None.</p>
Grounds and Landscaping	
Grass/Lawn	<p>Owner: Responsible to ensure grounds are free and clear of obstructions; responsible to maintain grass area in any enclosed portion of a yard; responsible for damage to landscape caused by improper parking by residents and guests including oil spills etc.</p> <p>Association: Responsible to <u>maintain</u> the condition of the grounds, not necessarily to <u>improve</u> 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.</p>

Leaf Removal	<p>Owner: May provide additional leaf removal as desired.</p> <p>Association: Weekly leaf removal during the fall. In between these removals, leaves may be removed from grass areas, plant beds and walkways during maintenance visits and may be placed in the woods.</p>
Trees, Shrubs	<p>Owner: All maintenance, repair and replacement if installed by the Owner or any previous Owner; replacement only if necessitated by abuse or neglect. Additions or modifications of plant materials or the beds require prior Architectural Review Board approval.</p> <p>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).</p>
Exterior Plants Other Than Trees and Shrubs	<p>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 and damage caused by climbing plants. Owners may plant plantings in the rear yards and is responsible for maintaining them.</p> <p>Association: All association owned plantings.</p>
Mulch Beds	<p>Owner: May provide weeding and mulching of existing beds as desired; additions or modifications of plant materials or the beds require prior Architectural Review Board approval. Responsible to maintain gardens and flower beds that were planted by the owner or any previous owner or tenant.</p> <p>Association: Responsible to maintain the beds in a condition as determined by the Board of Directors; provide periodic weeding of beds and trimming of mature liriop.</p>
Utilities	
Air Conditioning/ Heating	<p>Owner: All maintenance, repair and replacement of heating or a/c units or any feeder lines to them.</p> <p>Association: None.</p>

Cable TV, Satellite TV	<p>Owner: All maintenance, repair and replacement, including repair of siding and roof if a satellite dish is mounted on the exterior building surface.</p> <p>Association: None.</p>
Electrical	<p>Owner: All maintenance, repair and replacement.</p> <p>Association: None.</p>
Gas	<p>Owner: All maintenance, repair and replacement.</p> <p>Association: None.</p>
Telephone	<p>Owner: All maintenance, repair and replacement.</p> <p>Association: None.</p>
Water/Sewer	<p>Owner: All maintenance, repair and replacement to lines/pipes on the Owner's lot which serves only the owners unit, or for repair resulting from misuse by Owner. Owners are encouraged to arrange for insurance from PSNC Energy to cover breakage of water, gas and sewer lines- 1-800-983-4948.</p> <p>Association: Responsible for repairs to lines located within parking areas or in common areas, or after town clean out or common line.</p>
Services	
Insect Control	<p>Owner: All inspections, treatment and control, inside and outside except termites.</p> <p>Owner would be responsible for any damage caused by termites to their home and adjacent homes if the owner did not comply with the scheduled termite inspections by the HOA approved termite company or set up their own appointment for inspection with this company.</p> <p>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 responsible for treatment and damage.</p>

Insurance	<p>Owner: Individual general liability and personal property insurance; Association must be named as additional insured party; endorsement to pay deductible for Association policy is recommended for instances in which Association policy covers loss.</p> <p>Association: Property insurance covering the townhome structure, exclusive of excavation and foundation; general liability for Common Area as set forth in the Declaration.</p>
Snow & Ice Removal	<p>Owner: Decks, porches, walkway, steps and sidewalk</p> <p>Association: Streets and driveways pursuant to the provisions of the Cary Town Code.</p>
Trash Removal	<p>Owner: Removal of large, bulk items that cannot fit in trash cans.</p> <p>Association: None, call the Town of Cary at (919) 469-4090.</p>

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