

# Windbrooke Townhome Association, Inc.

## Maintenance & Service Responsibility Chart

Building Maintenance	
<b>Roof</b>	<p><b>Owner:</b> 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><b>Association:</b> Repair and replacement of roof deck (plywood sheathing); repair to source of roof leak; repair and replacement of shingles, felt and flashing. New Roofs were installed in 2009.</p>
<b>Siding</b>	<p><b>Owner:</b> 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><b>Association:</b> 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. HardiPlank siding was installed in 2013. CHE, the contractor, checked each unit in 2016, adding caulking around window trim, and other elements where HardiPlank had been installed.</p>
<b>Chimney</b>	<p><b>Owner:</b> 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><b>Association:</b> All maintenance and repairs of the exterior siding; chimney cap repair and replacement. All chimney caps were replaced in 2013 and 2014</p>

<p><b>Doors and Windows</b></p>	<p><b>Owner:</b> Repair and maintenance of front and rear doors; crawl space doors; glass storm doors; door jambs; locks; kick plates; door knobs and any ornamental brass; unit numbers; repairs underneath the frame such as dry rot.</p> <p>Replacement and repairs of all windows including dry rot; and screens; and weather stripping are the responsibility of the owner. Owners are responsible for everything on the windows that are <b>WHITE</b> that need repair.</p> <p>If the window trim is covered when windows are replaced, the owner is responsible for the maintenance of the window trim covering and the original wooden window trim.</p> <p>Owners are allowed to repaint their doors and windows themselves at their expense between the HOA painting using approved paint. Color information is available on the HOA website.</p> <p><b>Association:</b> Painting of front doors and crawl space doors on a schedule set by the HOA. The HOA is also responsible for repair and painting of the beige parts of the window trim including window sills and nose trim on a schedule set by the HOA Board. If the owner covers the window trim, the association is no longer responsible for the maintenance of the wooden window trim.</p>
<p><b>Gutters &amp; Downspouts</b></p>	<p><b>Owner:</b> None, unless installed by the Owner or any previous Owner. Splash and leaf guards and water diversion from the bottom of the downspout are an owner responsibility. If an owner wants to install leaf guards, they should not be visible from the street</p> <p><b>Association:</b> All maintenance, repair, painting and replacement of gutters and downspouts which were new in 2013.</p>
<p><b>Structural</b></p>	<p><b>Owner:</b> All maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc.); foundation and area under the townhome; structural problems causing a unit to shift position or any problems caused by the shift.</p> <p>If repairs are not repaired and cause damage to an adjoining unit, an owner would be liable for these damages.</p>

	<b>Association:</b> None.
<b>Decks and Stairs</b>	<p><b>Owner:</b> Routine cleaning, keeping free and clear of snow and ice; damage caused to the deck if carpet is laid on the deck floor.</p> <p>Structural: all structural repairs, including but not limited to vertical supports of the deck and maintenance including foundation; stair stringers, floor joists and lateral braces; structural problems causing a problem with the deck, porch or staircase surface and problems caused as a result of structural shifts of the townhome or owner damage.</p> <p>Lattice privacy fences between units were an option at the time of construction; therefore, maintenance and painting of these are not an HOA responsibility.</p> <p>Deck boards: all responsibility, including but not limited to sealing, staining, repair and replacement of horizontal surfaces – stair treads, floor boards and handrails. Repair of lattice attached beneath handrails on deck landings, repair and replacement of porch screens.</p> <p><b>Association:</b> None</p>
<b>Porches</b>	<b>Association:</b> Front porches – repair and painting
<b>Lights - Exterior Building</b>	<p><b>Owner:</b> 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. If an owner wants to replace existing fixtures with a fixture different than the existing fixture, the owner will have to file an ARC request prior to installation of the new fixture.</p> <p><b>Association:</b> 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>

<b>Water Spigots</b>	<p><b>Owner:</b> Repair or replacement of all exterior spigots and hose bibs.</p> <p><b>Association:</b> None.</p>
<b>Party Walls</b>	<p><b>Owner:</b> 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><b>Association:</b> None.</p>
<b>Vents, Ducts, Flues</b>	<p><b>Owner:</b> 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><b>Association:</b> None.</p>
<b>Home Interior</b>	<p><b>Owner:</b> All.</p> <p><b>Association:</b> None.</p>
<b>Property Maintenance</b>	
<b>Streets and parking areas</b>	<p><b>Owner:</b> 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><b>Association:</b> Pot hole repairs; protective sealing; asphalt overlay and restriping as needed for private streets/parking areas.</p>
<b>Walkways</b>	<p><b>Owner:</b> 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</p> <p>Additionally, Owner is responsible for any desired rising 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><b>Association:</b> Repair and replacement as necessary except as provided for herein.</p>

<b>Fences and Other Enclosures</b>	<p><b>Owner:</b> Any installed by the Owner or any previous Owner.</p> <p><b>Association:</b> None.</p>
<b>Mailbox</b>	<p><b>Owner:</b> 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><b>Association:</b> Repair and replacement of mailbox stands and mailboxes necessitated through normal use.</p>
<b>Streetlights</b>	<p><b>Owner:</b> None.</p> <p><b>Association:</b> For street lights on public streets please call Progress Energy at (800) 452-2777 and report the pole number printed on the streetlight.</p>
<b>Grading/Water Flow from Downspouts</b>	<p><b>Owner:</b> All maintenance and upkeep. Keeping the grade of the ground sloping away from the foundations. Water flow should be directed away from the foundation including the foundation of adjoining property. An Owner will be responsible for any damage to an adjoining property due to the neglect of an Owner.</p> <p><b>Association:</b> None.</p>
<b>Grounds and Landscaping</b>	
<b>Grass/Lawn</b>	<p><b>Owner:</b> 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><b>Association:</b> 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>

<b>Leaf Removal</b>	<p><b>Owner:</b> May provide additional leaf removal as desired.</p> <p><b>Association:</b> 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>
<b>Trees, Shrubs</b>	<p><b>Owner:</b> 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><b>Association:</b> 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 or variety).</p>
<b>Exterior Plants Other Than Trees and Shrubs</b>	<p><b>Owner:</b> 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><b>Association:</b> All association owned plantings.</p>
<b>Mulch Beds</b>	<p><b>Owner:</b> May provide weeding and mulching of existing beds as desired. Modifications of plant materials owned by the HOA the beds require prior Architectural Review Board approval. Owner is responsible to maintain gardens and flower beds that were planted by the Owner or any previous Owner or tenant.</p> <p><b>Association:</b> 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>
<b>Utilities</b>	
<b>Air Conditioning/ Heating</b>	<p><b>Owner:</b> All maintenance, repair and replacement of heating or a/c units or any feeder lines to them.</p> <p><b>Association:</b> None.</p>

<b>Cable TV, Satellite TV</b>	<p><b>Owner:</b> All maintenance, repair and replacement, including repair of siding and roof if a satellite dish is mounted on the exterior building surface.</p> <p><b>Association:</b> None.</p>
<b>Electrical</b>	<p><b>Owner:</b> All maintenance, repair and replacement.</p> <p><b>Association:</b> None.</p>
<b>Gas</b>	<p><b>Owner:</b> All maintenance, repair and replacement.</p> <p><b>Association:</b> None.</p>
<b>Telephone</b>	<p><b>Owner:</b> All maintenance, repair and replacement.</p> <p><b>Association:</b> None.</p>
<b>Water/Sewer</b>	<p><b>Owner:</b> 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><b>Association:</b> Responsible for repairs to lines located within parking areas or in common areas, or after town clean out or common line.</p>

<b>Services</b>	
<b>Insect Control</b>	<p><b>Owner:</b> 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><b>Association:</b> 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 or other insect attracting materials are stored next to the townhome that cause of termite infestation, then the homeowner will be responsible for treatment and damage.</p>
<b>Insurance</b>	<p><b>Owner:</b> Individual general liability and personal property insurance; Association must be named as additional insured party; <b>endorsement to pay deductible for Association policy is recommended for instances in which Association policy covers loss.</b></p> <p><b>Association:</b> Property insurance covering the townhome structure, exclusive of excavation and foundation; general liability for Common Area as set forth in the Declaration.</p>
<b>Snow &amp; Ice Removal</b>	<p><b>Owner:</b> Decks, porches, walkway, steps and sidewalk</p> <p><b>Association:</b> Streets and driveways pursuant to the provisions of the Cary Town Code.</p>
<b>Trash Removal</b>	<p><b>Owner:</b> Removal of large, bulk items that cannot fit in trash dumpsters. <b>NO TRASH SHOULD BE LEFT OUTSIDE THE DUMPSTER, INSIDE THE WOOD ENCLOSURES.</b></p> <p><b>Association:</b> None, call the Town of Cary at (919) 469-4090.</p>

Revised 1.25.2018





Trim on crawl space door



Owners are responsible repair and maintenance of all white parts of the window.

The HOA is responsible for the beige parts of the window.

#### Revisions

9/22/2021 – Updated the window section to include owner responsibility of window trim covering and original wooden window trim if they cover the original wooden window trim with a vendor’s covering.