

Policy # 5: Townhouse Maintenance

- The cost of maintenance borne by the Association will be set by a majority vote of the Association's Board of Directors and is dependant upon the Association's maintenance reserve funds. The balance of the actual cost and the cost borne by the Association will be charged to the owner's account. If any repair is required as a result of the abuse or willful act of the Owner, Owner's tenants or guests, then the Owner will be assessed the full cost of any repair.
- **The current cost borne by the ASSOCIATION for maintenance is as follows:**

An ACC request must be submitted and written approval must be obtained **BEFORE** any of the following work begins. Work not done by the HOA must be inspected by ACC upon completion. If an ACC request is not submitted and approved prior to the replacement of front doors, garage doors, patio fences and or gates, the HOA **WILL NOT** share with any cost.

- **Roofs:** Actual Cost
 - **Exterior Repairs & Painting:** Actual Cost
 - **Front Door:** Half the cost of the door itself. The HOA's share not to exceed \$100.00. Design and construction **must** meet current ACC guidelines.
 - **Garage Doors:** Half the cost (obtain bid from office). Any garage that has been converted into a room **must** still have a working garage door regardless of interior limitations.
 - **Patio Fences:** Half the cost; fences with a divider section between neighbors will be divided into thirds (obtain a bid from the office).
- The current cost borne by the OWNER for maintenance is as follows:
An ACC request must be submitted and approved BEFORE any work begins. Work not done by the HOA must be inspected by ACC upon completion.
 - **Patio Covers:** 100%; Any damage caused to the siding of the town home because of attachment of a patio cover will be borne 100% by the homeowner.
 - **Other Entry Doors: 100%: *Should an owner choose to install or replace any entry door all-additional labor costs including painting shall be the responsibility of the owner. This includes any type of screen/storm doors and/or French doors.***
 - **Windows (including frames and glass):** Changed for decorative purposes 100% (broken glass must be replaced within 7 days of breakage). See *policy # 18 for more detail.*
 - **Screens:** 100% - See *policy # 18 for more detail.*
 - ***Should a homeowner choose to hire a contractor that differs from the Park's contractors for exterior repairs (e.g., patio cover, patio fence, etc.), said contractor must provide current proof of General Liability, Automotive***

Liability and Worker's Compensation insurance to the homeowner. The homeowner must provide a copy of those certificates of insurance to the HOA prior to the commencement of any work.

- **The following applies to all of the above:**

All replaced items must either match or be made of a material that can be painted to match the Park's color scheme. Storm doors either new or existing shall be brown or bronze in color or made of a material that can be painted to match the Park's color scheme. Painting of newly installed items shall be completed within 60 days of the finished installation and is the responsibility of the owner.