

# COTTAGES AT NORTH RAMSEY

## Maintenance & Services Responsibility Chart

### BUILDING MAINTENANCE

<b>Building Exterior Surface</b>	<b>Owner:</b>	Repair or replacement only if necessitated by misuse or neglect.
	<b>Association:</b>	All maintenance, repair, replacement and painting/staining including siding, shutters, trim, cornice, foundation & water spigots.
<b>Building Interior</b>	<b>Owner:</b>	All interior repairs
	<b>Association:</b>	None.
<b>Chimney</b>	<b>Owner:</b>	All maintenance, repairs and periodic cleaning of the flue
	<b>Association:</b>	All maintenance and repair of the exterior surface.
<b>Doors</b>	<b>Owner:</b>	All maintenance (except painting) repair and replacement of the door, door jamb, storm doors, lock, kick plates, hinges, and doorbells; garage door(s); painting of the door only if necessitated by abuse.
	<b>Association:</b>	Painting the exterior of outside doors.
<b>Gutters and Downspouts</b>	<b>Owner:</b>	All maintenance, repair, and replacement if installed by the owner or any previous owner.
	<b>Association:</b>	All maintenance, (including cleaning) repair and replacement of original installation by builder
<b>Exterior Building Lights</b>	<b>Owner:</b>	All maintenance, repair, and replacement if installed by the owner or any previous owner.
	<b>Association:</b>	All maintenance, repair, and replacement only if not under the control of the Owner. (i.e. Association pays for the electricity,)
<b>Porch</b>	<b>Owner:</b>	Routine cleaning, keeping clear of snow and ice.
	<b>Association:</b>	Structural repairs and maintenance.

<b>Roof</b>	<b>Owner:</b>	<b>Is responsible for repairing any damage caused to the roof system, structure, or interior components caused by anything the owner has installed on or in the roof. (Sky Light, Satellite dish, etc.) and for any damages caused by any water leak from any roof leak to walls, ceilings, floors or furnishings.</b>
	<b>Association:</b>	<b>Repair of roof system failures causing leaks and damage to the roof system to include any needed flashing, ridge cap, weather guard, drip edge, fascia, felt, shingles, or damaged decking. Replacement of all roof system components at the end of their useful life.</b>
<b>Structural</b>	<b>Owner:</b>	<b>Responsible for all maintenance, repair, and replacement of building structural components which may be required for any reason, to include walls, floor joist, roof trusses, etc.</b>
	<b>Association:</b>	<b>None.</b>
<b>Vents, Ducts, Flues</b>	<b>Owner:</b>	<b>All maintenance, repair and replacement of dryer and bathroom vents, dryer ducts, chimney flues, roof vents, fans, etc. and any needed cleaning of insects, debris, animals or lint from same.</b>
	<b>Association:</b>	<b>None.</b>
<b>Windows, Skylights</b>	<b>Owner:</b>	<b>All maintenance, repair, and replacement of windows, window casings, storm windows, screens, window mechanisms, and sky lights as needed.</b>
	<b>Association:</b>	<b>None.</b>
<b>Decks/Patios/Handrails</b>	<b>Owner:</b>	<b>EXTERIOR IMPROVEMENTS Routine cleaning, keeping clear of snow and ice; all maintenance, repair and replacement if installed by the owner or any previous owner.</b>
	<b>Association:</b>	<b>All maintenance, repair, and replacement of original installation by Builder.</b>

<b>Driveways</b>	<b>Owner:</b>	Routine cleaning, keeping free and clear of snow and ice; Repair of any damage caused by the owner or guest.
	<b>Association:</b>	All routine maintenance, repair, and replacement of original installation by Builder.
<b>Fences</b>	<b>Owner:</b>	Owner will be responsible for maintenance, repair and painting of the low picket fence around front patios, if applicable.
	<b>Association:</b>	None.
<b>Privacy Screens</b>	<b>Owner:</b>	Responsible for routine cleaning.
	<b>Association:</b>	Responsible for routine maintenance due to normal wear and tear and replacement. Damage caused by improper installation and subsiding soil is excepted.
Privacy Screen defined as any structure 6 ft or taller which blocks the view of an area used by an individual Homeowner. At CNR this is typically Vinyl Fencing.		
<b>Mailboxes</b>	<b>Owner:</b>	All maintenance, repair and replacement in-kind, as needed. Mailboxes differing in size and color from the community standard are not allowed. Decorating of mailboxes is prohibited. Any replacement mailbox must be numbered, on the front with the unit number it serves.
	<b>Association:</b>	All maintenance, repair, painting, and replacement of the mailbox post as required.
<b>Sidewalks</b>	<b>Owner:</b>	Keep sidewalks clean and free from obstructions.
	<b>Association:</b>	All routine maintenance, repair, and replacement of original installation by Builder.
<b>Streets</b>	<b>Owner:</b>	None, unless repair or replacement is caused by a homeowner or his vehicle.
	<b>Association:</b>	Responsible for pot hole repair, excessive sand and soil removal. Seal coating and or asphalt overlay when needed as determined by the Board of Directors.

Grass/Lawn	Owner:	Responsible for any lawn or turf completely enclosed by a fence or privacy screen.
	Association:	Responsible for maintaining turf areas in a professional and culturally correct manner. Will include such task as mowing, edging, fertilizing, weed control, pest control, liming, and irrigation.
Landscape Lights	Owner:	Responsible for furnishing electricity for landscape lighting associated with that owners unit.
	Association:	Responsible for maintaining the lights in working order to include periodic checks, changing bulbs, and repairing/replacing fixtures as needed.
Landscape & Planting Beds	Owner:	May volunteer to provide extra maintenance to beds in the form of weeding and the addition of pine straw. Changes to planting beds, in the form of permanent additions or subtraction of plant material or changing the shape or size of the bed must be approved, in advance, by the Architectural Review Committee. Permanent plants must be from an approved list available from the ARC and must meet industry quality standards and be of a size which fits in with the surrounding landscape. Installation must be by guidelines furnished by the ARC. Annuals in pots or in beds are allowed, as long as they are tastefully done and maintained by the owner. Empty pots must not be visible, Artificial flowers of any kind are not allowed.
	Association:	Will provide annual mulch for all originally installed landscape beds, weed as necessary, and fertilize shrubs at least once per year. HOA will prune shrubs twice per year and will remove any dead shrubs as needed. Plant replacement will be the responsibility of the HOA, but will only occur in the proper season and as funds are available.

Irrigation System	Owner:	Responsible only when components of the irrigation system are damaged by the owner or the Owner's guest. Owners are not responsible for or permitted to operate irrigation systems.
	Association:	Responsible for the maintenance, repair, and operation of irrigation systems. Water used for irrigation will be furnished at the expense of the HOA.
Leaf Removal	Owner:	May do all the leaf removal desired.
	Association:	Will provide leaf removal twice per year in November/December.
Trees & Shrubs	Owner:	All maintenance, repair, and replacement if installed by the owner or any previous owner. Any removal or addition of trees must be approved by the ARC in advance. Trees to be added must be from an approved list furnished by the ARC and meet industry quality standards. They must be of a size which is appropriate for the area where they are installed and must be installed according to guidelines furnished by the ARC. Trees which are installed in patio areas must be kept pruned by the owner to prevent damage to roofs or fences. Failure to do so may result in The HOA having the tree pruned or removed and billing the cost to the homeowner.
	Association:	Responsible for the maintenance of all trees, to include fertilization, pruning, and watering as needed. HOA is responsible for the removal of dead or damaged trees and the replacement of trees as appropriate and as funds are available. Replacement trees will often be of a smaller size.
Air Conditioning / Heating	Owner:	All maintenance, repair and replacement for AC associated with an individual owners unit.
	Association:	None

Cable TV	Owner:	All maintenance, repair and replacement associated with an individual owners unit.
	Association:	None
Electrical	Owner:	All maintenance, repair and replacement associated with an individual owners unit.
	Association:	None
GAS	Owner:	Owners are responsible for the cost of gas for their unit, Gas is available from Amerigas who has underground tanks in the community or unit owners may procure individual small tanks. All tanks serving an individual unit must be enclosed by a lattice screen approved by the ARC.
	Association:	None
Telephone	Owner:	All maintenance, repair and replacement associated with an individual owners unit.
	Association:	None
Water/Sewer	Owner:	All maintenance, repair and replacement of pipes and fixtures associated with an individual owners unit.
	Association:	None
Insect Control	Owner:	Responsible for insect control inside units. Homeowner, may, at their expense, have preventative termite treatment done. A copy of the treatment guarantee must be furnished to the HOA.
	Association:	Will be responsible for fire ant control in the community. Will be responsible for wasp and hornet control on the exterior of buildings and on the grounds of the community. Will furnish one inspection for termites annually and will treat for termites when active infestations are found. Termite treatment is being provided through the HOA because of cost savings associated with bulk purchasing of those services. HOA will not be responsible for any damage resulting from a termite infestation in a dwelling.

Insurance	Owner:	Must procure and maintain structural and homeowners insurance on their individual unit.
	Association:	Will procure and maintain structural insurance on the Clubhouse and General liability which covers all the common areas.
Snow & Ice Removal	Owner:	Snow and ice removal on sidewalks and driveways.
	Association:	Snow and ice removal on the street.
Trash Removal	Owner:	Responsible for removal of large items which will not fit in cans and for wheeling trash cans and recycling bins to the street before pick up on Monday of each week. (Consult Cumberland County website for holiday pick up times)
	Association:	Will be responsible for trash cans at the clubhouse. (Trash service is provided by Cumberland County and is paid for with your taxes)