

COTTAGES AT NORTH RAMSEY

Maintenance & Services Responsibility Chart

Updated 06/19/2024

Any conflict between this document and the Covenants, Bylaws, and Restrictions of the Cottages at North Ramsey, this Maintenance and Responsibility Chart will take precedence.

<i>BUILDING MAINTENANCE</i>		
Building Exterior Surface	Owner:	Repair or replacement only if necessitated by misuse or neglect.
	Association:	All maintenance, repair, replacement, and painting/staining including siding, shutters, trim, & foundation.
Building Interior	Owner:	All interior repairs
	Association:	None.
Chimney	Owner:	All maintenance, repairs and periodic cleaning of the flue.
	Association:	All maintenance and repair of the exterior surface.
Doors	Owner:	All maintenance repair, painting, and replacement of the door, door jamb, storm doors, lock, kick plates, hinges, and doorbells; garage door(s).
	Association:	None

Gutters and Downspouts	Owner:	None
	Association:	All maintenance, (including cleaning) repair and replacement of original installation by Builder.
Exterior Building Lights	Owner:	All maintenance, repair, and replacement.
	Association:	None
Porch	Owner:	Routine cleaning, keeping clear of snow and ice.
	Association:	Structural repairs and maintenance.
Roof	Owner:	Is responsible for repairing any damage caused to the roof system, structure, or interior components by anything the owner or previous owner has installed on or in the roof. (i.e. Sky Light, Satellite dish, antenna, etc.). Internal damages caused by any water leak to walls, ceilings, floors or furnishings.
	Association:	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 based on installation date.
Structural	Owner:	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.
	Association:	None.

Vents, Ducts	Owner:	All maintenance, repair and replacement of dryer and bathroom vents, dryer ducts, roof vents, fans, etc. and any needed cleaning of insects, debris, animals, or lint from same.
	Association:	None.
Windows, Skylights	Owner:	All maintenance, repair, and replacement of windows, window casings, storm windows, screens, window mechanisms, and sky lights as needed.
	Association:	None.
<i>EXTERIOR IMPROVEMENTS</i>		
Patios/Handrails	Owner:	Routine cleaning, keeping clear of snow and ice.
	Association:	All maintenance, repair, and replacement.
Driveways	Owner(s):	Routine cleaning (pressure washing), keeping free and clear of snow and ice; repair of any damage caused by the owner or guest. Cost to clean or pressure wash common driveways to be shared among the affected owners.
	Association:	All routine maintenance, repair, and replacement of original installation by Builder.
Fences	Owner:	The owner will be responsible for maintenance, repair and painting of the low picket fences around front or back patios, if applicable. Common privacy fence to be shared by respective owners.
	Association:	None.

	Association:	Responsible for routine maintenance due to normal wear and tear and replacement. NOT responsible for damage caused by improper installation and subsiding soil.
Mailboxes	Owner:	Decorating of mailboxes is prohibited.
	Association:	All maintenance, repair, painting, and replacement of the mailboxes and associated posts as required.
Sidewalks	Owner:	Keep sidewalks clean and free from obstructions.
	Association:	All routine maintenance, repair, and replacement of original installation by Builder.
Streets	Owner:	None, unless repair or replacement is caused by a homeowner or their vehicle
	Association:	Responsible for pothole 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 wood or vinyl privacy fence.
	Association:	Responsible for maintaining common turf areas in a professional and culturally correct manner. Will include such tasks as mowing, edging, fertilizing, weed control, pest control, liming, and irrigation.

Landscape Lights	Owner:	Responsible for furnishing electricity for landscape lighting associated with their respective unit. Any issues with hard-wired landscape lighting must be communicated to the Board of Directors.
	Association:	Responsible for maintaining the lights in working order to include changing bulbs and repairing/replacing fixtures as needed.
Solar Landscape Lights	Owner:	May not be used by units facing the street. Units facing the walk path may add solar lights placed 10 feet apart minimally using a design approved by the Board of Directors.
	Association:	None
Landscape & Planting Beds	Owner:	May volunteer to provide extra maintenance to beds in the form of weeding and 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 follow 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 dressing for all landscape beds, and fertilize shrubs as needed. 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.
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. The 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 at the homeowner's expense.
	Association:	Responsible for the maintenance of all trees, including 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 owner's unit.
	Association:	NONE
Cable TV:	Owner:	All maintenance, repair and replacement associated with an individual owner's unit.
	Association:	NONE
Electrical:	Owner:	All maintenance, repair and replacement associated with an individual owner's unit.
	Association:	NONE
Gas:	Owner:	Owners are responsible for the cost of gas for their unit. Tanks serving an individual units must be enclosed by a lattice screen approved by the ARC.
	Association:	NONE
Telephone:	Owner:	All maintenance, repair and replacement associated with an individual owner's unit.
	Association:	NONE

Water / Sewer:	Owner:	All maintenance, repair and replacement of pipes and fixtures associated with an individual owner's unit.
	Association:	NONE
Insect Control:	Owner:	Responsible for insect control inside units. Homeowners may have preventative termite treatment done at their expense. Responsible for wasp and hornet control on the exterior of buildings
	Association:	Will be responsible for fire ant, and wasp/hornet control in the community and in the common areas. 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 purchase 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. (Consult City of Fayetteville website for Holiday pick-up times/days).
	Association:	Will be responsible for trash cans at the Clubhouse. Trash service is provided by City of Fayetteville.

This Maintenance & Responsibility Chart replaces the previous chart dated 7/31/2020.