

WALDEN TOWNES HOMEOWNERS ASSOCIATION MAINTENANCE RESPONSIBILITY CHART

	A	B	C	D	E
1		HOA	Owner	Comments	
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3	BUILDING EXTERIORS				
4	Roofs	x		May be paid for with cash reserves, special assessments, or a combination.	
5	Roof leaks	x		Water stains and repairs to ceilings and walls are a homeowner's expense.	
6	Gutters and downspouts	x		Gutter cleaning and repairs are included.	
7	Vinyl siding	x		Power washing, repairs and replacement included.	
8	Brick siding	x		Includes painting of all white-brick units.	
9	Shutters	x		Includes painting and replacement as needed.	
10	Doors and door frames	x		HOA will paint and maintain frames, including garage door frames, and paint doors, excluding garage doors.	
11	Storm doors		x	See Architectural Review Committee guidelines. **	
12	Doorbell		x		
13	Garage doors		x	Includes replacement costs and installation and service for garage door openers.	
14	Light fixtures		x	See Architectural Review Committee guidelines. **	
15	Windows		x	Includes glass, broken seals and frames.	
16	Window screens		x		
17	Skylights		x		
18	Chimney assembly		x	Includes repairs and cleaning.	
19	Building defects		x	HOA and manager can offer suggestions on possible solutions if requested to do so.	
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21	GROUNDS				
22	Common areas	x		Mowing, mulching, pruning, weed-feed-seed, irrigation	
23	Front lawns	x		Mowing, mulching, pruning, weed-feed-seed, irrigation	
24	Backyard grass	x		Mowing and weed-feed-seed; watering by homeowner.	
25	Backyard plantings		x	Planting of shrubbery and ornamental trees subject to approval from landscape committee.	
26	Hedgerows	x		Will be trimmed as needed.	
27	Front shrubbery	x		Homeowners may choose to trim their front shrubbery as desired.	
28	Pond	x		Includes complying with new federal regulations.	
29	Irrigation system	x		Includes the system that draws water from the pond for Phase II units.	
30	Drainage problems		x	HOA and manager can offer suggestions on possible solutions if requested to do so.	
31	Flower beds		x	Along sidewalks, the side of end units and backyards, and in crepe myrtle and tree beds.	
32	Mailboxes	x		Includes painting and replacement of boxes and poles.	
33	Driveways, sidewalks	x		Includes patchwork and replacement of broken concrete.	
34	Fences		x	See fence maintenance guideline below. ***	
35	Decks	x		See deck maintenance guideline below ***	
36	Back patios	x		See patio maintenance guideline below. ***	
37	Fences, gates and hardware		x	Includes latches, locks and hinges.	
38	Arbors		x	See Architectural Review Committee guidelines. **	
39	Pergolas		x	See Architectural Review Committee guidelines. **	
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41	UTILITIES				
42	Interior sewer line		x	Owner responsible for line from the inside of the home to the cleanout.	
43	Interior water line		x	Owner responsible for line from the inside of the home to the meter.	
44	Furnaces and AC units		x	Regular maintenance suggested for optimal performance.	
45	Garbage service		x	Owner responsible for removing bins from street in timely fashion and properly storing bins in approved areas.	
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	A	B	C	D	E
47		HOA	Owner		
48	INSURANCE				
49	Liability coverage	x		Currently has a \$2,500 deductible.	
50	Condo insurance		x	To cover loss of personal possessions not attached to building and cover \$2,500 deductible for building damages.	
51	Renters insurance			For renters to cover loss of personal effects.	
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53	COMMITTEES				
54	Landscape Committee	x		Reviews and approves all landscaping requests on private property.	
55	Beautification Committee	x		Suggests beautification projects for common areas, front entrances and natural areas.	
56	ARC Committee	x		Reviews and approves exterior building improvements based on established ARC standards.	
57	Maintenance Committee	x		Inspects all exterior improvements, ensures irrigation system is operating properly.	
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59	REQUEST FORMS				
60	Private property		x	A request form must be submitted to the landscape committee before planting trees or shrubbery.	
61	Exterior Improvements		x	A request form must be submitted to the architectural review committee before adding a fence, deck, awning, patio	
62				enhancement or any other physical improvement connected to the building.	
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64	INSPECTIONS				
65	Termite	x		Performed annually; homeowners must make their homes available for the inspector.	
66	Fences	x		Performed as needed by HOA, manager or designee.	
67	Irrigation system	x		Usually performed in spring by maintenance committee.	
68	Grounds	x		A HOA designee walks the grounds with landscape company representative to identify problem areas.	
69	Gutters and downspouts	x		Performed by HOA, manager or designee.	
70	Concrete	x		Performed in spring by maintenance committee.	
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72	Painting requirements *			Individuals owners are authorized to paint doors and door frames themselves in advance of the maintenance schedule,	
73				at their own expense, but must use the color code and brand specified by HOA.	
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75	Architectural Review			On April 1, 2002, the HOA developed its "Architectural, Landscaping and Other Aesthetic Standards and Requirements"	
76	Committee Standards **			document; all requests are approved based on the standards listed in this document.	
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78	GUIDELINES ***				
79	Power Washing Fences	x		The homeowner is responsible for fence maintenance and repairs; however, the HOA will power wash fences on an	
80				as-needed basis, at HOA expense. Fences will be inspected after power washing to determine if they need painting.	
81				Owners of fences that need painting will be required to have them painted within 30 days after receiving	
82				notification letters; fences must be painted using the color code and brand specified by the HOA. After 30 days,	
83				the HOA will have the fences painted and assess the cost to the homeowner.	
84	Power Washing Decks	x		The HOA will power wash and seal all unpainted decks.	
85				(The HOA will not power wash painted decks because deck floors that have been painted tend to peel and chip.)	
86	Power Washing Patios	x		The HOA will power wash all builder-installed concrete patios.	
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88	COMMUNICATIONS				
89	http://waldentownes.org/	x		This chart can be downloaded at this site, along with request forms to submit to ARC and landscape committees.	
90	The Towne Crier	x		Quarterly newsletter posted on website and community bulletin board.	
91	Annual homeowners meeting	x		Held in early November; business includes election of new officers, review of the upcoming budget (fiscal year begins	
92				on Jan. 1), review of past accomplishments as well as long-term goals and challenges.	