

**COUNTRY CLUB HEIGHTS
HOMEOWNERS' ASSOCIATION
TOWNHOME MAINTENANCE POLICY**

This policy, as approved by the Board of Directors on 05/19/2015 is effective as of 07/01/2015 and shall be in effect until and unless it is modified in the future.

WHEREAS, in order to further define sections 5 a and b of the DECLARATION OF PROTECTIVE COVENANTS FOR COUNTRY CLUB HEIGHTS SUBDIVISION, the Board of Directors wishes to establish an Exterior Maintenance Policy for the Townhomes of Eagles Nest Drive, Soft Tree Lane, and Quiet Woods Place.

NOW THEREFORE, BE IT RESOLVED THAT the following Exterior Maintenance policy is adopted by the BOARD:

Section 1. General Information

A. Exterior Maintenance Defined. The Country Club Heights Homeowners' Association (hereafter referred to as CCHHOA) is responsible only for maintenance, repairs, and replacement resulting from normal aging and exposure. Maintenance, repairs, and replacements to the townhouses, resulting from accidents, termites and other destructive insects, fire, flood, storms and other natural disasters, civil disturbances, vandalism, homeowners negligence, and any other cause acts shall be promptly repaired, replaced, and maintained by the homeowner.

Any and all maintenance which is the responsibility of the CCHHOA will be provided under the direction of the Board of Directors after considering the specific circumstances and the most economical and appropriate method. The Board of Directors will decide when a situation requires remedy. Repairs which are non-emergency in nature may be delayed for budgetary reasons.

CCHHOA will not be responsible for interior damage resulting from exterior failure or for exterior damage cause by interior problems. Structural damage; walls, floors, roof, etc., resulting from settling of the foundation is the responsibility of the homeowner.

In no instance may the homeowner specify the repair or method or contractor to be used when CCHHOA is responsible for the repairs. Should the homeowner have repairs made which were or should have been the responsibility of CCHHOA, the homeowner will not be reimbursed.

B. Responsibilities of the CCHHOA and responsibilities of the Homeowner. It is the responsibility of the CCHHOA to maintain and repair only the specific portions of the originally constructed townhouse units which are described below. In addition, the homeowner's list of responsibilities indicated below contains certain other exterior improvements which are the responsibility of the homeowner.

When a homeowner replaces or adds any exterior improvements, these items require prior approval from the CCHHOA with respect to color, size, location, and type. CCHHOA is authorized to require each homeowner to maintain and repair all exterior improvements which are the responsibility of the homeowner. Should a homeowner fail to properly make repairs which are their responsibility (after receipt of a written request from CCHHOA to do so), then the CCHHOA may, but is not obligated to, make the necessary repair and charge the cost of such repairs to the homeowner as an assessment.

When selling a unit, the homeowner has the responsibility to provide to the buyer a written description in detail of any homeowner additions or improvements, and a copy of this maintenance policy.

C. Routine Exterior Painting. It is the responsibility of the CCHHOA to paint exterior surfaces as needed.

The Board or its representatives will attempt to give written notice to homeowners at least one week in advance, indicating the planned painting schedule dates, whenever possible. Painting dates are always weather dependent.

D. Questions and Problems relating to Exterior Maintenance. All questions and problems concerning exterior maintenance should be made in writing and directed to the management company of the CCHHOA. Items which are urgent and require immediate attention should be reported, by telephone, directly to the management company and then confirmed in writing.

Section 2. Maintenance Responsibilities

A. CCHHOA Exterior Responsibilities

1. Structural surfaces, including porch roofs and privacy walls, but excluding foundations, glass surfaces, screens, exterior decks, doors, and windows.
2. Exterior house numbers.
3. Roofs, gutters, downspouts, and siding. The HOA will not fix any siding caused by homeowner neglect (a grill melting the siding).
4. Repainting and/or restaining all exterior surfaces and all other original structural improvements.

5. Power washing of the units. This will be done when decided upon by the Board. It is the intention of the Board to have the units power washed every other year (odd number year).
6. All water and sewage lines shared by more than one unit.
7. Mailboxes.
8. The CCHHOA currently contracts for termite damage control. However, in the event that this contract is terminated, then it would be the individual homeowner responsibility to purchase a termite bond.

B. Homeowner Exterior Responsibilities.

The list below contains examples of items not covered by the HOA and is intended to cover some of the most common items.

1. Window glass (broken/cracked window glass shall be promptly replaced by homeowner). Any damage to wood, putty, or paint due to window breakage or replacement shall also be repaired by the homeowner.
2. Windows, Window screens, screen/storm doors, and door screens.
3. Doors, door buzzers, bells, knobs, locks, garage doors if damage is caused by an owner/tenant/guest, and all door fixtures.
4. HVAC equipment, and other electrical components (e.g. attic fans, duct work, and vents) including dryer ducts and exterior vents. Exterior air conditioner/heat pump with concrete pad and any feeder lines to them.
5. Weather-stripping, storm doors and frames. Exterior air conditioner/heat pump with concrete pad and any feeder lines to them.
6. Front and rear entry lights and fixtures. This includes all electrical fixtures and lines except lights paid for by CCHHOA on common areas.
7. Backyard wood fences added by the homeowner. All plumbing from the meter to the unit including exterior faucets. Homeowners are responsible for all repairs to landscape, mailboxes, sidewalks, driveways, and parking areas as a result of needed maintenance.
8. All electrical fixtures and lines except lights paid for by CCHHOA on common areas.
9. Any interior and exterior pest control.
10. Trees, shrubs, flowers installed by homeowner.
11. Any interior damage caused by exterior leaks or failures (this may be covered by your insurance).
12. All areas under the townhouse and decks and porches.
13. Damage to landscape and common areas cause by improper parking by family, tenants, employees, guests, contractors, etc., by auto repairs, oil spill, negligence, pets, etc.
14. Any settling problems.
15. Water seal, stain, repair and replacement of any portion of the deck.
16. All driveway and walkways repairs are the responsibility of the homeowner.
17. Foundations.

Below is a list of items and the estimated frequency for roofs and painting. The year is a projection and not a guarantee that work would be done in that year. For example we estimate a roof will last 20 years, but it could be replaced after 19, 20, 21, or even 22 years. Each item is reviewed on the necessity of the repair, not just the year expected.

Eagles Nest:

- 1. Siding Painting of hardy plank (Every 7-8 years)
- 2. Wood trim painting (Every 7-8 years)
- 3. Roofing and rain gutters replacement (Every 20 years)
- 4. Maintenance of privacy fences (Every 10 years)

Eagles Nest Projected painting and roof replacement	Year Built	Repainted	Next painting	Roof
Units 114, 116, 120, 122, and 733 & 735 Quiet Woods	2004	2011	2018	2024
Units 117, 119, 121, 123, 124, 126, 128, 130, 134, 136	2005	2012	2019	2025
Units 110, 111, 112, 113	2006	2013	2020	2026

Quiet Woods Place:

- 1. Mailbox replacement (Every 7 years)
- 2. Vinyl siding replacement (Every 25 years)
- 3. Exterior wood trim painting (Every 7 years)
- 4. Roofing and rain gutters replacement (Every 20 years)

	Year Built	Repainted	Next painting	Roof
Block 800	2002	2009	2016	2022
Block 900	2003	2010	2017	2023
Block 700	2004	2011	2018	2024
Block 1000	2005	2012	2019	2025

Soft Tree Lane:

- 1. Painting of exterior trim (Every 7 years)
- 2. Painting hardy board (Every 10 years)
- 3. Mailbox replacement (Every 7 years)
- 4. Roofing and rain gutter replacement (Every 20 years)

	Year Built	Repainted	Next painting	Roof
All Units	2000	2009	2016	2020