

## Juniper Creek Townhomes Association (JCTA)

### Information for Owners

#### **About JCTA**

Our community of 94 townhomes was built on 58+ acres starting in 1985. The community is managed by a board of directors composed of homeowners elected annually. The Association Bylaws, Covenants & Restrictions, and other community guidelines can be found on the CAS website at [www.casnc.com](http://www.casnc.com).

#### **Our Community Manager – “Who to Contact for What”**

Your Board has engaged CAS, Inc. (CAS) to provide day-to-day accounting, financial and management functions for our Association. CAS manages over 200 townhome and condominium associations like JCTA in North Carolina.

Our Association Manager is Andrea Hostetler. Feel free to call her at 910-295-3791, ext. 1126, or email her at [andrea@casnc.com](mailto:andrea@casnc.com) with any concerns or questions about **exterior** maintenance issues or other community information. If you have an “after hours” emergency problem with the exterior of your unit, call CAS hotline at 910-295-3791 (then dial 3) on weekdays after 5pm or on weekends.

JCTA Homeowner dues: At the end of each year, CAS mails notification regarding payment of monthly dues for the following year. Dues may be paid by check, bill pay services through your bank, online payments by e-check or credit card. Coupon books are not issued but may be requested from CAS. Should you have any questions about your account, call CAS Customer Service at 910-295-3791.

#### **Important Information for Owners and Renters**

- **Pets** – Owners may have pets. Renters may have pets that do not exceed 30 pounds. Your pet must be on a leash any time it is outside your unit. And, please, always pick up after your pet. These are both requirements of The Village of Pinehurst.
- **Exterior changes** – Please respect your neighbors and the JCTA Covenants. All exterior changes must be approved by the Board in advance. This includes such things as plantings, deck staining/modifications, adding a satellite dish or propane tank, replacing doors or windows, etc. In short, any change visible from the outside requires approval.
- **Insurance** – You are required to maintain replacement value homeowners insurance and an appropriate level of liability insurance covering your townhome. Our Covenants require that you provide evidence of liability insurance **each year**. At each renewal, please mail a copy of your liability insurance “declarations” page or other certificate to Claire Crump at CAS, Inc. at 650 Page St., Pinehurst, NC 28374 or FAX it to 910-295-0182, attn. Claire Crump. Most insurance agents are happy to FAX the necessary copy to CAS for you.
- **Decks** – Decks are the responsibility of the owner. We suggest you keep your decks free of leaves and pine straw and regularly treat them with wood preservative or stain to extend their life and maintain their appearance. Only three colors of stain may be used – clear, the house color, or the trim color.
- **Storage** – Please store all items not in use out of sight in your garage or crawl space, not under the decks.
- **Trash/Recycle Disposal** – Please follow the guidelines on the trash corrals. These are requirements of the Village of Pinehurst.

#### **Owner and Association Maintenance Responsibilities**

Perhaps our most frequently asked question is about who is responsible for various maintenance or repair items - the Association or the Owner. This information can be found in the “**Allocation of Responsibilities**” table on page 2 of this document.

## Juniper Creek Townhomes Association Allocation of Responsibilities for Maintenance, Repairs, and Replacements

Homeowners are responsible for conducting periodic inspections of their home for evidence of structural damage from leaks, utilities, etc. The owner should notify the association manager in a timely manner of any suspect damage due to exterior problems (roof leaks, wood rot, etc.).

	<b>Association</b>	<b>Owner</b>
Utilities	Repair of irrigation water leaks in common areas Street and entrance lights	Water leaks inside building foundation or walls and from meter to house Sewer problems Electric lines inside building TV and telephone cables and lines
Satellite Dishes	None	Dish and wiring* (installation requires advance Notice of Intent to Association)
Heating & Air Conditioning Systems	None	Entire heating and A/C systems Propane tank and lines must be buried (installation requires advance approval by Association)
Roofs	Roof sheathing Roof shingles and flashing Annual pine straw removal	Roof trusses and/or roof rafters
Gutters and Downspouts	None	Gutters and downspouts installed by owner (installation requires advance approval by Association)
Building Walls and Floors	Sheathings, siding and trim on exterior building walls	Interior building walls, floors and ceilings, wall & floor supports (wood joists & studs)
Insulation	None	Any repairs, replacement or additions to floor, ceiling or wall insulation and wall sheathing
Building Exterior	Painting, repairs or replacement of siding and trim Painting of front door and/or garage door when unit is painted House numbers	Replacement/repair of windows and sliding glass doors, including glass and screens Garage door repair or replacement Doorbell Exterior electric fixtures
Foundation and Crawlspace	Painting of foundation walls Painting of exterior crawlspace access door	Repairs to foundation walls Painting or repair of interior crawlspace access door Any moisture, mold, water, insect or other issues within the crawlspace
Front Stoop	Any repairs/maintenance to front stoop/porch and railing	Snow and ice removal from front stoop/porch, steps and walk
Rear Decks	None	Any maintenance, replacement or repairs to rear deck and deck supports, railings and stairs, including regular cleaning and weatherproofing* (All require advance approval by Association)
Front Walks and Steps	Any repairs/maintenance to front walks and steps	Snow and ice removal from front walks/steps
Driveways and Parking Areas	Any repairs/maintenance to driveways (for units with garages) or common parking areas (for units without garages)	Snow and ice removal from driveways (for units with garages)
Mailboxes	Initial installation or replacement of mailboxes, posts and box #s	None

Garbage/Recycle Bins and Corrals	Repair and staining of corrals	Dispose of trash and recyclables per the guidelines posted on each corral.
Landscaping	Maintenance and replacement of all landscape plantings in common areas	Installation/maintenance of any supplemental annuals/perennials, etc. (requires advance approval by Association)
Grounds	Maintenance of common area grounds	None

\* For details, refer to Request for Modification Guidelines