

Preston Falls Villas
Book of Resolution: Part 1., Item f.
Townhome Maintenance Standards
and Response to BOD Notification
Approved: 8/15/2015
Revised: 5/23/2016

1. Purpose

The purpose of this Resolution is to identify and enumerate those “standards” the Board of Directors (BOD) has developed for maintaining the Townhomes (painting, roofing, stucco, woodwork repair, walks, chimney chase covers, decks, foundation plantings, vents, gutters, windows and driveways, etc.) and associated Improvements. In addition, guidance is provided for Homeowner’s to respond to the BOD’s notification of needed repair, “The Maintenance Letter”.

The basis for this Resolution lies within our Covenants, Conditions, and Restrictions (CCRs) in Article XII, Section 4. , Owner’s Obligation to Repair, which states – “Except for those portions, if any, of each Lot which the Association and/or Declarant is required to maintain or repair hereunder, each owner shall, at his sole cost and expense, maintain and repair his Lot and the improvements situated thereon, keeping the same in conditions and repair and in compliance with the covenants, conditions and restrictions and develop standards herein contained.”

This Resolution establishes “standards” that are referenced in the CCRs for maintenance and repair of the Townhomes for both the Homeowner Association (HOA) and the Homeowner (HO).

2. Maintenance Standards

- a. Trim Painting (HOA), at the BOD’s discretion, the trim (window, fascia, soffit, moldings, gable vents, etc.) of the Townhomes will be painted every 8 – 10 years using materials specified in Resolution Part 2, Item a. “Paint Specification for Stucco and Trim”, August 20, 2014. Trim surfaces will be free of dirt, fungus, mildew and pollen prior to coating. All new wooden or synthetic replacement trim material (excluding vinyl windows and baked metal finishes) will be properly primed per the specification, caulked and/or puttied prior to final coating. Coatings may be brushed, sprayed or rolled as appropriate, but; in all cases coating must be applied in a professional “workman like manner” consistent with the trade. In the event the Homeowner use a painter not provided by the HOA, that painter must provide proof of general liability insurance, workers compensation insurance, and use material specified under Resolution Part 2, Item a. “Paint Specification for Stucco and Trim”,

August 20, 2014. Painted trim material shall be maintained free of blisters, cracking and peeling and consistent with a like new condition. Note: Under no conditions shall rotten or deteriorating trim wood be covered with paint. Such material must be replaced, primed and coated. Hiding or failure to replace deteriorating trim components attracts termites and endangers adjacent Townhomes as well as the subject Townhome.

- b. Stucco Painting (HO), stucco must be painted every ten years (preferably at the time the trim is painted) to maintain uniformity of color and protection of the substrate. If the stucco becomes discolored, stained, or faded; more frequent coating maybe required as prescribed by the BOD. Painting will be performed in accordance with Resolution Part 2, Item a. "Paint Specification for Stucco and Trim", August 20, 2014. If stucco is repaired or expanded due to an approved modification to the lot or damage from storms, etc., the newly applied stucco must be painted in accordance with the specification.

In certain cases, where the stucco appears well preserved and the color is correct, the BOD may not require painting at the specified interval. Additionally, in cases where the BOD and the Homeowner disagree, the Homeowner may petition the BOD for a committee review of the paint condition that would include the participation of a neutral paint professional. The decision of the committee will determine the paint schedule.

- c. Roofing (HO), unsightly roofs (roofs covered in moss growths and matted fungus), shall be professionally cleaned. Roofs exhibiting missing shakes, bare underlayment and/or felt paper shall be professionally repaired. If roofs are worn thin to the point that the HOA cannot safely complete its required work including chimney stucco repair, gutter cleaning, etc., the roof or that section of the roof must be replaced.
- d. Woodwork repair (HO) must be conducted in a professional manner resulting in tight joinery using consistent size and shape moldings. Partial replacement of molding is permissible if the replacement material is consistent in form and fit with the adjoining material and installed professionally.
- e. Walks (HOA), must be level, not affected by tree root intrusion that would create a trip hazard and pavers must have uniform gaps.
- f. Chimney Chase Covers/Chimney Caps (HO), must be free of rust, without leaks/penetrations, and firmly secured to the chimney. If the CCC is causing "rusty" streaking of the chimney, it should be replaced. When replacing the CCC, the Chimney Cap should be prepped and powder coated. Reference Part 3.,_Item i. - Specification for Chimney Chase

Cover (CCC) Replacement and Repair, (December 1, 2012) and Part 2., Item f. - Specification for Chimney Cap (CC) Replacement & Repair. The chimney should be repainted in order to cover rusty streaks.

- g. Decks (HO), should be stained in accordance with Part 2, Item e. – Deck Railings Specification for Preston Falls Villas (December 1, 2012). The stain should protect treated wood material to prevent cracking and splitting. Decks with cracking, splitting and obvious deterioration should be replaced.
- h. Foundation plantings (HO/HOA), should be consistent with Landscape Committee Resolution Part 1. Item i., and community review. Plants should be healthy with consistent appearance among the species used:
 - i. for a given plant species grouping the plants should be of reasonable uniform size and shape
 - ii. vertical and horizontal voids at the top or bottom of the plantings would be at a minimum
 - iii. weak or diseased plants would need to be replaced ground cover (if other than Pinestraw/mulch) would need to be freshened/maintained
- i. Vents, (HO) including dryer vents, hood, and bath vents must be maintained to ensure that the closure device is in tact and fully functional. If either of these conditions are not met, the vent cover must be replaced.
- j. Gutters, (HO), must be securely fastened to the home, fully intact without leakage in the gutter body nor corners, with secure connections between the gutter and the downspouts. Downspouts must either exit above ground into properly designed splashboards or flex pipe or routed to underground drains maintained functional by the HO. Downspouts must be fully capable of routing water away from foundations to ensure that moisture does not accumulate near the structure in away that would invite termite intrusion. This includes inspection capability for under deck gutter drains.
- k. Window, casings, frames and moldings (HO), should be free of rot, peeling, scaling and painted to specification. Window panes should be reasonably clear and clean. Fogged, broken, and/or “yellowed” window panes, including storm windows must be replaced.
- l. Driveways, (HO/HOA), must be serviceable without major cracks or breakage. Driveways should be periodically power washed to remove natural stains from leaves, pine needles, pollen and oil or paint.

3. Response to “The Maintenance Letter”

Annually, or more frequently depending upon need, Members of the BOD will perform community rounds for the purpose of identifying and reporting to the Homeowners, the need for maintenance/repairs to their Townhome.

This report will be in the form of a letter/email that identifies and explains the required maintenance and its location. If the Homeowner has questions or disagrees with the report, then the Homeowner should contact the BOD for clarification and resolution. If the Homeowner continues to disagree with the BOD following these discussions, then the Homeowner and the BOD must take the following steps:

- a) Schedule a meeting between the BOD and the Homeowner to discuss. This can be accomplished at the scheduled BOD meetings, time permitting.
- b) If the BOD feels that the repair is still warranted following the meeting, then the Homeowner should proceed with the repair.
- c) If the Homeowner fails to take appropriate action to make the repairs the BOD will pursue the appropriate notifications, and if no response, the BOD will assume responsibility for the maintenance as outlined in the CCRs.