

THI ASSOCIATION MAINTENANCE RESPONSIBILITY GUIDELINES adopted 12/04/2023

It is important to remember that Towne Harbour Island is not a condominium; individuals own their units and the land and gardens around them. Owners should check their property (or have someone else check) frequently for any problems. This will minimize costs to the Homeowner and/or the Association.

If a maintenance area is not listed, it is the Homeowner's responsibility. Exceptions to maintenance obligations attributed to the Association: 1) limited to ORIGINAL construction; once improvements or alterations are made, maintenance responsibility transfers to Homeowner; 2) any repair necessitated by negligent or willful act or omission of Homeowner (including family members, guests) will be made at Homeowner expense; 3) for any interior leak damage repairs for which the Association may be responsible, the Association may have the owner get an estimate for the HOA repair, the Board would preapprove the scope and cost, the Homeowner would hire the contractor for that amount and submit for reimbursement.

| Maintenance | Association Responsibility | Homeowner Responsibility |
|--|--|--|
| Plumbing, Heating, Cooling | | |
| Exterior plumbing | None | What is not City responsibility |
| Interior plumbing | None | All, including exterior spigots |
| A/C unit and base | None | All |
| Heating system | None | All |
| | | |
| Windows | | |
| Glass and sash | None | All |
| Window frames and sills | None | All |
| Window hardware | None | All |
| Window seals and thermal pane | None | All |
| Exterior caulk, painting | All | None |
| Replacement | None | All; window must be new construction |
| | | |
| Garage Doors | None, except exterior paint | All, except exterior paint |
| | | |
| Exterior Doors | None, except exterior trim color paint (original color or very similar) | All, except exterior trim color paint (original color or very similar) |
| | | |
| Storm and screen doors | None | All |
| | | |
| Garage floor | None | All |
| Other floors | None | All |
| | | |
| Foundation, inc. foundation insulation | None | All |
| | | |
| Structural framing of walls | None | All |
| Exception: The Homeowner is responsible for the wood frame. In the event that damage to wall or roof structure is due to water intrusion from the exterior, the Association is responsible. | | |
| | | |
| Interior walls, ceilings, finishes | None | All |
| If caused by roof leak, ice dams | All | None |
| Exterior siding, trim, soffit, fascia | All | None |
| Wall sheathing and insulation | None | All |
| Exception: The Homeowner is responsible for sheathing and insulation. In the event that damage to sheathing or insulation is due to water intrusion from the exterior, the Association is responsible. | | |
| | | |

| Maintenance | Association Responsibility | Homeowner Responsibility |
|---|---|--------------------------------------|
| Sewage | | |
| Internal | None | All |
| External | None | What is not City responsibility |
| Water | | |
| Internal | None | All |
| External | None | What is not City responsibility |
| Rainwater/ Sumps | | |
| Sump pumps, dehumidifiers | None | All |
| Gutters and downspouts | All | None |
| Underground drains | All; Association prerogative to replace or find alternative way to drain water. | None |
| Chimneys and fireplaces | | |
| Interior surface, mantel, hearth, etc., i.e. what one cannot see from outside. | None | All |
| Exterior, including brick, crowns, siding, trim, i.e. what one can see from the outside. | All | None |
| Gas units | None | All |
| Flues | None | All |
| Structural components | None | All |
| Replacement of a chimney liner is not an alteration that changes Association responsibility for exterior repair of the chimney. | | |
| Concrete sidewalks, patios, stoops, wood decks and balconies | | |
| | All, except if altered by Homeowner | None, except if altered by Homeowner |
| Vents | | |
| Bathroom and original kitchen vents | None, except outside section | All, except outside section |
| Plumbing, heating, hot water | None | All |
| Dryer | Exterior cover | All, except exterior cover |
| Outside screening | All | None |
| Roof leaks around vents | All | None |
| Roofs | | |
| Vents, venting the roof system | All | None |
| Flashing | All | None |
| Roof material | All | None |
| Underlayment/ice and water shield | All | None |
| Sheathing | All | None |
| Framing | None | All |
| Soffit baffles | None | All |
| Skylights | None | All |
| Exterior grounds | | |
| Driveways | All | None |
| Sidewalks | All | None |
| Roads | All | None |

| Maintenance | Association Responsibility | Homeowner Responsibility |
|--|--|--|
| Mailboxes | All | None |
| Bank and rip rap | All | None |
| Gardens and plantings near homes | Homeowner should consult with Landscape Committee. Landscaping and soil should not touch the siding and soil should slope away from homes. | |
| Electric service | | |
| Common facilities, street lights | All, if not utility responsibility | None |
| To homes | None | All, or utility responsibility |
| Gas Service | | |
| To common facilities | All, if not utility responsibility | None |
| To homes | None | All, or utility responsibility |
| Refuse | None | All that is not collected by City |
| Snow Removal | Driveway and path to front door; no salt. Per terms of snow plow contract. | Complete sidewalk and porch. Homeowners should keep snow from against the siding. Snow raking roofs recommended to avoid ice dams. |
| Miscellaneous | | |
| Insect protection and removal | None | All |
| Pests and wild life | None | All |
| Mold | None | All |
| Cable TV, Internet | None | All |
| Doorbell | None | All |
| Exterior lighting and fixtures | | |
| Common areas | All | None |
| Homes | None | All |
| Repairs of modifications to units | None | All |

12/4/2023