

EWFHOA Exterior Maintenance and Repair Guidelines

The Guidelines and Summary Listing of Responsibilities described below identify respective responsibilities of a Homeowner and the HOA (i.e., all 49 Homeowners) for the maintenance and repair of the exterior of living units and for landscaping.

The language below from the Bylaws identifies that maintenance and repair of the interior of living units is the sole responsibility of a Homeowner.

- **Bylaws Article 5.7.1:** Except as otherwise specifically provided in the Declaration and Bylaws, every Owner must perform promptly all maintenance and repair work within his or her own Lot, which if omitted would affect the party wall(s) or Common Property, and shall be responsible for the damages and liabilities that his or her failure to do so may cause.
- **Bylaws Article 5.7.2:** All repairs of internal installations of each Living Unit, such as water, lights, gas, power, sewage, telephones, air conditioners and sanitary installations, doors, windows, lamps and all other accessories belonging to the Living Unit area shall be at the sole expense of the Owner of such Living Unit.

Moreover, the exterior maintenance and repair guidelines in this document do not address Homeowner vs. HOA responsibility for insurance repairs which are governed by language in the HOA Master Policy and homeowners' individual H06 policies.

Finally, nothing in these guidelines for exterior maintenance and repair should be construed as prohibiting owners from proposing to the Board enhancements to their home or individual landscape footprint through the ARC Guidelines process. Homeowners **must** obtain prior approval for modifications to: (a) the exterior of their living units, (b) their individual landscape and irrigation footprint, and (c) the interior of their living units if those changes involve structural modifications or common walls. ***Please consult the ARC Guidelines or contact HOA Management staff for further information.***

Exterior Maintenance and Repair of Living Units

Applicable Language from the Bylaws and the CC&Rs

- Bylaws Article 5.7.4: The Association has responsibility to maintain the exterior of the Living Unit as more particularly set forth in the Declaration.
- CC&Rs Article 4.4.1: The Association shall perform all maintenance, repair, and replacement of the exterior of Living Units on Lots, excluding doors and door frames, windows and window frames and skylights and skylight frames (if any), but including, without limitation, the following: painting or staining of siding, rain gutters, roofs and chimneys. . . . The Association shall be responsible for the maintenance, repair and replacement of sanitary sewer lines from the connection with the main service line owned and maintained by the service provider to a point within or under an Owner's Living Unit and within or under an Owner's courtyard and for water service lines up to the meter measuring water service to individual Living Units.
- CC&Rs Article 4.4.2: Each Owner shall be responsible for the maintenance, repair and replacement of sanitary sewer lines within and under an Owner's Living Unit and within or under an Owner's courtyard.

Guidelines

- The HOA is responsible for exterior maintenance and repair of living unit structures. This responsibility includes items specifically stipulated in the CC&Rs (painting and staining of siding, rain gutters, roofs, & chimneys). It also includes parts of the exterior of structures that are not specifically stipulated but that are associated with the construction of structures (e.g., foundation/eave vents).
- Individual owners are responsible for exterior maintenance and repair of the following parts of living units: doors and door frames, windows and window frames, and skylights and skylight frames. Maintenance, repair, and replacement of doors and door frames, windows and window frames, and skylights and skylight frames should follow all applicable ARC Guidelines
- Individual owners are responsible for the maintenance, repair, and replacement of driveways, walkways, decks, and hot tubs. Maintenance, repair, and replacement of driveways, walkways, decks, and hot tubs should follow all applicable ARC Guidelines.
- Individual owners are responsible for installing gutters and other items associated with the exterior of living units, **if these items were never installed as part of original construction**. Once installed, the HOA is responsible for maintenance, repair, and replacement.
- Using the guiding principle that “similar items shall receive similar treatment,” the HOA Board has discretion to assign responsibility to owners vs. the HOA for the maintenance, repair and replacement of items not specifically stipulated in the CC&Rs or the Bylaws.

Maintenance, Repair, and Replacement of Landscaping

Applicable Language from the Bylaws and the CC&Rs

- CC&Rs Article 4.4.1: The Association shall perform all maintenance, planting, pruning, mowing and cleaning of all lawns and landscaping on the Property, including, without limitation, all landscaping and lawns on Owners’ Lots, excluding only so much of the same as is completely enclosed by a fence or courtyard on Owners’ Lots.
- CC&Rs Article 4.4.2: Each Owner . . . shall perform all maintenance, planting, pruning, mowing and cleaning of all lawns and landscaping on such Owner’s Lot within areas enclosed by a fence or courtyard.

Guidelines

- Owners are responsible for maintenance, repair, and replacement of all landscaping enclosed by a fence or courtyard. **NOTE:** At the time these guidelines were approved, the EWFHOA Board has determined there are no landscaping areas enclosed by a fence or courtyard.
- The HOA is responsible for maintenance, repair, and replacement of landscaping excluding areas enclosed by a fence or courtyard.
- The HOA is responsible for the irrigation system.
- The HOA is responsible for removal and trimming of landscaping to ensure the community is in compliance with firewise criteria, or to otherwise reduce the community’s fire risk.
- The HOA is responsible for removal of hazardous trees.
- The HOA Board has discretion to propose cost-sharing arrangements for maintenance, repair, and replacement of items not expressly identified in these guidelines, with owner consent.

Summary Listing of Exterior Maintenance Responsibilities for the HOA and for Owners
[NOTE: The listing below is illustrative not exhaustive]

Exterior Maintenance and Repair of Living Units

- Responsibilities of the **HOA**
 - Roofs, roof vents, eave vents, and chimneys
 - Gutters/downspouts (after original installation)
 - Snow removal from roofs
 - Cleaning leaves and other debris from roofs and gutters
 - Siding
 - Exterior Building Painting (excluding doors/door frames but including garage doors/frames)
 - Living unit foundation and foundation vents
 - Sanitary sewer lines from the connection with the main service line to a point within or under individual Living Units
 - Water meters and water service lines from the connection with the main service up to point within/under the Individual Living Unit, subject to the policies of the water provider for the HOA
 - Propane meters and propane service lines up to a point within/under the Living Unit, subject to the policies of the homeowner's propane provider
- Responsibilities of **Owners**
 - Doors and door frames (including all hardware)
 - Windows, screens, and window frames
 - Skylights and skylight frames
 - Driveways and walkways (including snow removal)
 - Decks and hot tubs
 - Garage doors and hardware (excluding painting)
 - Exterior light fixtures (including bulbs)
 - HVAC systems
 - Sanitary sewer lines within/under the living unit
 - Exterior hose bibs/spigots
 - Water service lines within/under the Living Unit, plumbing fixtures
 - Propane service lines within/under the Living Unit, propane appliances including fireplace

Maintenance, Repair, and Replacement of Landscaping

- Responsibilities of the **HOA**
 - Landscaping excluding areas enclosed by a fence or courtyard
 - Irrigation system
 - Back flow testing of irrigation system
 - Start up (Spring) and shut down (Fall) of irrigation system
 - Removal and trimming of landscaping to ensure compliance with firewise criteria
 - Trimming, treatment, removal of hazardous trees
- Responsibilities of **Owners**
 - Landscaping enclosed by a fence or courtyard