

NEW NEIGHBORHOOD COMPONENT RESPONSIBILITY SPREADSHEET

Issue Date: 12.16.09

COMPONENT(S)	HOA	OWNER
Air Conditioning Condenser Units and related equipment		X
Appliances		X
Caulking - Exterior	X	
Caulking - Interior (bathrooms, kitchens)		X
Ceiling Fans - Interior and Exterior		X
Common Area and Improvements	X	
Doors - Repair/ Replacement/ Exterior Painting of Entry Doors Warranty is excluded for entries with Storm Doors; Painting only will be provided in these areas	X	
Doors - Painting Interior Surface of Entry Doors; Interior Weather-stripping		X
Door - Hardware (kick plate, latch, deadbolt, knocker, as provided as part of original construction)	X	
Doors - Lock mechanism and doorbell		X
Doors - Garage (Hardware and mechanism)		X
Doors - Garage (Repair and Replacement)	X	
Doors - Garage (Painting)	X	
Drainage Systems (storm drains, irrigation systems, etc.)	X	
Drains and Overflow - Bathtubs, Showers, Sinks, Toilets		X
Drives, Driveways, Parking Pads (excludes minor cracking)	X	
Drywall - Interior *		X
Electrical Switches, Sockets, Wall Plates - Interior and Exterior		X
Exhaust Fans		X
Exterior Building Surfaces (Original Construction) including brick, siding, cmu, concrete, roofing, etc.; see "building envelope"	X	
Faucets, Hose Bibs, and Handles - Common Area	X	
Faucets, Hose Bibs, and Handles - Private Patios, Courtyards		X
Fences, Gates, and Screen Walls (original construction only)	X	
Fire Protection - Alarms and Smoke Detectors (Interior)		X
Floor Coverings - Interior (carpet, tile, wood, etc.)		X
Front Entry Landings - Exterior	X	
Gas Lines (contact PSNC)		X
Glass - Unit Windows/ Doors	X	
Gutters and Downspouts	X	
Insulation - Interior (walls and attic) *		X
Interior Walls - Repair of cracks, damage due to interior incident or normal wear/tear, dents, holes, nail pops, etc.) *		X
Landscaping - Common Areas	X	
Landscaping - Shrubs, Hedges, Ground Cover	X	
Landscaping - Trees	X	
Light Fixtures - Common Areas	X	
Light Fixtures - Exterior (original construction only; excludes bulbs)	X	
Light Fixtures - Interior		X
Painting - Exterior	X	

Painting – Interior *		X
Patios/ Courtyards – Reviewed on a case-by-case basis		
Plumbing Fixtures - Interior		X
Plumbing Lines – Interior and Exterior (contact CMUD)		X
Retaining Walls	X	
Roof Decking and Sheathing	X	
Roof Flashing and related components of original construction	X	
Roof Shingles, Tiles, Underlayment	X	
Roof Vents, Plumbing Stacks, other penetrations of original construction	X	
Satellite Dishes and Antennas (Owner-Installed)		X
Sewer Lines (contact CMUD)		X
Sewer/ Toilet Backups - Interior		X
Shutters	X	
Sidewalks/ Walkways (excludes minor cracking)	X	
Spraying for Interior Pests/ Insects		X
Spraying for Exterior/ Landscaping/ Common Area Pests/ Insects	X	
Stairs and associated landings – Exterior (Casita, Patios, Entry Stoops)	X	
Storm Drains	X	
Termite Inspection/ Eradication	X	
Toilet – Wax ring		X
Toilet – Fixture and connected/ related components		X
Trim – Exterior Wood/ Vinyl – Maintenance/ Replacement/ Painting	X	
Wallcovering		X
Water Heaters		X
Windows – Repair^/ Replacement^/ Exterior Painting	X	
Windows – Flashing/ Waterproofing	X	
Windows - Interior Hardware		X
Windows - Screens		X
Wiring – Interior		X

HOA: Home Owner’s Association

* - Excludes damage due to necessary repairs to Common Area or Components maintained by HOA

^ - Windows part of the original building construction have a 10-year warranty. Homeowners are to contact the manufacturer directly within this warranty period for repairs covered under the warranty. Contact information is typically located on a sticker within the window frame. HOA will cover approved repairs through Property Management Company when warranty expires.

NOTE:

- Damaged Components due to Owner or Occupant negligence or other abuse are not covered by the HOA. The HOA reserves the right to do the work on damaged Common Area or Townhome components and to charge the cost to the Owner as a Reimbursement Assessment.
- All components maintained by the HOA must be original construction or otherwise specifically approved by the COS.
- Some items may be reviewed on a case-by-case basis, such as repairs to patios and courtyards and cosmetic items, to ensure work orders are appropriated conservatively and maintenance is managed comprehensively.
- CMUD - Charlotte Mecklenburg Utilities Department (Plumbing)
 - www.charmeck.org/Departments/Utilities
 - Water Leak/ General Customer Service – 311 or 704.336.7600
- PSNC Energy (Gas)
 - www.psnenergy.com
 - Gas Leak/ General Customer Service - 1.877.776.2427
- Duke Energy (Electrical)
 - www.duke-energy.com
 - Power Outage – 1.800.POWER.ON (1.800.769.3766)
 - Billing/ Customer Service – 1.800.777.9898
 - Call Before You Dig – 1.800.632.4949