

STERLING WOODS - MAINTENANCE RESPONSIBILITIES

NOTE: In case of conflicts or uncertainties, the provisions of Sterling Woods II Master Declarations, Articles 4, 6, 7 & 9, and Birches Village Declaration, Article 6, will prevail. In situations involving Unit Owner negligence, responsibility will be determined on a case-by-case basis.

Note: (B) refers to Birches Village only.
(N) refers to damage caused by owner negligence.

<u>EXTERIOR COMPONENTS OF UNIT</u>	<u>OWNER</u>	<u>ASSOCIATION</u>
Painting and Caulking		X
Common Area Improvements		X
Air Conditioner Compressor	X	
Circuit Breaker in Outside Electric Meter	X	
Deck Staining/Painting		X
Deck -- Under Deck Clean Up (Leaves & Debris)	X	
Deck or Patio Expansion (Birches Village Only)	X	
Doorbell Components	X	
Door (Entry) -- Flashing/Waterproofing/Weatherproofing (weather stripping)		X
Door (Entry) -- Frame/Threshold/Hinges		X
Door (Entry) – Locks (deadbolts, doorknobs)	X	
Door (Entry) -- Painting	X (N)	X
Door (Entry) – Replacement	X (N)	X
Doors (Patio/Deck & Sliding Patio/Deck) Doors & Frames	X (N)	X
Doors (Patio/Deck & Sliding Patio/Deck) – Screen Door - Replacement & Repair	X	
Doors (Patio/Deck & Sliding Patio/Deck) – Hardware (rollers, handle), Tracks, Latches (locks)		X
Doors (Storm) -- Frame/Glass/Hardware	X	
Doors (Screen) -- Screening and Hardware	X	
Doors (Garage) -- Door Unit/Frame	X (N)	X

EXTERIOR COMPONENTS OF UNITS**OWNER****ASSOCIATION**

Doors (Garage) -- All Hardware/Electrical/Mechanical (track, rollers, cables)	X	
Doors (Garage) -- weather stripping		X
Chimney Pipe		X
Drainage Systems -- Below Land Surface		X
Drainage Systems -- Above Land Surface	X (B)	X
Driveways		X
Dryer Vent Cleaning	X	
Dryer Vent Covers		X
Electrical Outlets -- Porch/Deck (including cover)	X	
Electrical Wiring -- Inside Walls & To Units	X (B)	X
Electrical Wiring -- Common Areas		X
Exterior Building Surfaces (See Doors & Windows Sections)		X
Fences -- All		X
Fireplace (screen on top of fireplace vent)	X	
Gas Piping & Valves		X
Gutters & Downspouts		X
Irrigation Systems (Birches Village Only)	X	
Landscaping -- Common Area Shrubs/Trees		X
Landscaping -- Owner-Planted (Birches Village Only)	X	
Landscaping -- Watering	X (B)	
Lawns -- Watering	X (B)	
Lattice Work/Edging (Owner-Installed)	X	
Light Fixtures (Replacement)	X (B)	X
Light Fixtures (Light Bulbs)	X	
Mail Box Posts -- Painting Including Damage		X
Mail Box & Flag	X	
Pest Control (Carpenter Ants, Termites, Other Determined Case-By-Case)*		X

EXTERIOR COMPONENTS OF UNIT**OWNER****ASSOCIATION**

Roof (Except Damage Caused by Satellite Dish/Antennae Installation/Use or Negligence)		X
Satellite -- Dish/Antennae/Wiring/Mounting	X	
Sewer Lines	X (B)	X
Sidewalks		X
Siding	X (N)	X
Smoke Detectors -- Batteries/Unit	X	
Streets -- Including Curbs & Signage		X
Trim -- Door & Windows		X
Unit Numbers (Brass) - Cleaning and Polishing	X	

The following is a narrative on unit numbers from a field rep of REI and is for conversation only – it is not considered official association doctrine.

“The level of degradation, or tarnish, is consistent with all units and it is also consistent with the other "brass plated" hardware on the door. The original finish on this hardware was a highly polished finish protected by an overcoat of lacquer or other clear paint. Over time, the clear coating breaks down and moisture gets under the finish and tarnishes the brass in a spotty, random, fashion. Polishing might present a "cleaner" look to this hardware but it would only be temporary until it re-tarnished...and it wouldn't take very long. The only way to recover the original luster and protection is to remove the affected hardware, soak it in paint/varnish remover to dissolve the clear-coat, then polish the brass, then spray a new clear-coat over the polished brass to protect it from moisture and further tarnishing.

This is very labor intensive and while it can easily be done, the cost would overrun the cost of new hardware. Many homeowners with polished brass or antique brass or other metal accouterments do this as routine but it is uneconomical to have it done as a service. New polished/clear coated brass numbers would run from \$4-\$6 per individual number or about \$25 per unit for the raw materials”.

Unit Numbers (Brass) - Number Replacement		X
Water Lines	X (B)	X
Water Spigot - Leaking	X (B)	
Water Spigot – Damaged Spigot		X (B)
Window Glass	X (N)	X
Window Frames		X
Window Screens	X	
Window (fog in between glass)		X
Window Hardware, Latches		X
Wiring -- Phone/Cable/TV	X (B)	U*

U* - service provider is responsible for providing service to Unit

<u>INTERIOR COMPONENTS OF UNIT</u>	<u>OWNER</u>	<u>ASSOCIATION</u>
Air Conditioning System – All	X	
Appliances (Built-In & Freestanding)	X	
Bathroom vents (including ducts)	X	
Cabinets -- Kitchen & Bath	X	
Cable TV -- Wiring	X	
Carpeting	X	
Caulking -- (Inside Units)	X	
Doors -- Locks & Hardware	X	
Doors (Sliding) -- Rollers & Hardware	X	
Doors – Weather Stripping Any weather stripping that is "outside the outer surface of the perimeter doors" is the Association's responsibility.		X
Drainage to the Main Sewer Line (Sinks/Tubs/showers/Toilets, Etc. – visible or not)	X	
Drainage -- Main Sewer Line	X (B)	X
Electrical Panels and Circuit Breakers	X	
Electrical Switches/sockets	X	
Electrical Wiring in Walls		X
Fireplace (Logs/Glass/Door/Hardware)	X	
Floor Covering (Carpets/Vinyl/Wood/Tile)	X	
Furnace	X	
Furnace Filters	X	
Garage Door Opener Controls	X	
Garbage Disposal Units	X	
Gas Pipes & Valves		X
Humidifier -- Furnace	X	

<u>INTERIOR COMPONENTS OF UNIT</u>	<u>OWNER</u>	<u>ASSOCIATION</u>
Irrigation System (Hardware/Plumbing/Electrical)	X (B)	
Lighting Fixtures	X	
Painting (Walls/Ceiling/Door/Trim)	X	
Pest Control (Carpenter Ants, Other Case-By-Case)*		X
Plumbing Fixtures -- Faucets/Drains/Seals	X	
Plumbing Fixtures -- Sinks/Tubs/Showers	X	
Satellite Dish/Antennae/Wiring	X	
Smoke Detector Devices	X	
Toilet Back-ups	X	
Toilet Wax Rings	X	
Trim (Wood) -- Maintenance/Repair/Paint	X	
Water Heater	X	
Water Lines – Main Water Line	X (B)	X
Water Lines– within the Unit from the main water line (Visible or not)	X	
Water Lines – within external walls	X (B)	X
Water Softener	X	
Wiring -- Telephone/Television	X	
Wallboard (Sheetrock) -- Cracks/Nail Pops	X	