



HOMEOWNERS ASSOCIATION

Official Maintenance Memorandum

To: All Members of the Crown Oaks Homeowners Association
From: Lemmon Tree Management on behalf of the Board of Directors
Re: Important Owner Maintenance Responsibilities – Save for Reference

This memorandum serves as an official notice and reminder to all owners regarding their responsibilities in the maintenance and upkeep of their town home. There are a number of parts or components of the townhomes that are shared responsibility and some that belong to either the owner or the HOA. **Some of these issues are serious safety concerns and require your thorough and timely consideration.**

The HOA is responsible for the exterior maintenance of the structures that were original construction in Crown Oaks including the town homes, sheds, side privacy fences, original decks, pool, tennis courts, and common areas. The owners must maintain any interior areas, including the attic and the crawlspace, if applicable. Please note that all doors, windows, and screens are also the responsibility of the homeowner.

If you have a feature or a fixture in your home that is vented to the outside, all of the components of that feature are the owner's responsibility; such as a chimney and cap for fireplace, venting and cover for dryer, or exhaust fans. The HOA is maintaining the exhaust vent pipes and boots on the roof however the fixture and pipes in the attic should be checked by the owner. Other fixtures that are the responsibility of the owner include anything attached to a utility, such as light fixtures, doorbells, water spigots, air conditioning units, electrical boxes or any other box from a utility that will be attached to the building and only serves their address.

Fireplaces, Chimneys and Chimney Caps:

Homeowners with a fireplace in their unit should have a professional inspection before using it again unless recently completed and then have them done on a regular basis. The fireplace includes the firebox, chimney flue, chimney pipe, and the even the chimney cap at the very top outside. Some of the caps have needed to be replaced on inspection. If the cap is in bad shape, or your chimney pipe has become unstable, it could contribute to leaks and deterioration of the parts going through the wall, resulting in a fire hazard. The HOA has painted the exterior of the pipes and re-flashed around them during roofing.

Dryer Vents:

In some cases, especially when the dryer is located upstairs, the original flexible duct work was manipulated through the wall and attic, so it is impossible to clean it and you can't replace it in the same path. Some recent inspections have indicated that old vents were clogged or deteriorated and could not be cleaned. A whole new dryer vent system has had to be installed through the ceiling and attic and while it can be fairly costly, not addressing it could definitely be a fire hazard. Your dryer is vented to the exterior ending with a vent cover on exterior of the building. If your vent cover is deteriorated, you should replace it with a standard cover in similar size because it cannot be done only from the outside by the HOA.

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Bathroom exhaust fans:

Please have the pipes in the attic attached to these fans inspected to make sure they are still attached to the fixture venting them outside. There have been some instances where the original plastic straps used to support the vent pipe have given way, and the pipes have slipped down through the pipe boot on the roof. In some cases, the pipes from bath fans were just laid across the attic floor and vented to the soffit area which has resulted in the roof line rotting. Any of these issues could be problematic and contribute to moisture in the attic.

Attic Spaces:

Owners are responsible for inspecting their attics periodically for signs of water penetration and to ensure condition of insulation, etc. If there is evidence of water penetration into attic, please contact Lemmon Tree immediately. ****Please be cautious of exposed roofing nails when in the attic***** Exterior vent pipe boots have been replaced on most units in Crown Oaks in 2014/15. **** Please notify the HOA if issues observed****

Crawl Spaces:

All crawlspace and entry door repairs are the responsibility of the unit owner. The HOA only paints the exterior and is not responsible for inspection or maintenance of crawl spaces beyond contractual termite inspection, which must be scheduled by the homeowner. In order to limit moisture levels in crawl spaces, it is recommended that a vapor/moisture barrier be installed and that vents be operational. There should be no cellulose material; paper, boxes or wood stored under the house or next to foundation of home. Crawlspace doors should be painted white or brown.

Plumbing Issues:

Always notify the HOA with plumbing issues to determine responsibility and save money. A clogged toilet may be interior or due to a clog or break in an exterior sewer line. The HOA is responsible for the plumbing lines from the meters to the building, owners responsible from the building wall into the home. The lines in Crown Oaks were laid a while before construction and because the exterior water-lines may be underground as much as 8ft deep, and / or be under an adjacent unit or side-walk, repairing the line is sometimes not an option. In those cases a whole new water line may be required. This may result in the owner having to replumb some of the interior piping.

Slabs:

Many homes in Crown Oaks are on slabs. If there is a water leak under the slab of home it is the responsibility of the owner to repair that portion. In this case it is most often more efficient to run a new water line from the meter to the home and then into the home. To locate and repair a leak under the slab would be more costly so the old line is closed and capped off and a new line installed.

The HOA has encountered some of these issues over the years and most recently the concerns with the dryer vents and fireplaces. Each time the HOA's attorney has been consulted for guidance in determining or clarifying responsibility. More info will be compiled and posted on the community's website along with any updates. Feel free to contact Lemmon Tree with any questions at crownoks@lemmontreenc.com.