

Appendix G Crown Oaks - Who's Responsible? - HOA or Homeowner

| The Issue | Who's Responsible? | | Notes |
|--|--------------------|----|---|
| | HOA | HO | |
| Foundation/ Structural Parts of Unit | | X | |
| Crawl Spaces | | X | Owner is responsible for maintaining moisture barrier, insulation, foundation vents. |
| Exterior Siding and Trim (cleaning, painting, repair) | X | | Work is scheduled in phases, but HO should report issues as discovered. |
| Exterior Townhouse Numbers | X | | |
| Roof (repair and/or replacement) | X | X | The Association maintains the roof with repair and replacement for normal wear and tear as needed. In the event of a roof leak , the HOA repairs the exterior and the HO and/or your insurance covers any interior repairs. For hazard, fire, storm damage, the owner's insurance is responsible for the roof repairs. Call LTM ASAP with any leak. |
| Attics | | X | Owner is responsible for attic interior, insulation, etc. |
| Built in Roof Vents | X | | |
| Chimney/Pipes and/or Caps | | X | The HOA will periodically paint the exterior of the chimney. |
| Animals in Chimney or Attic | | X | |
| Storm Door/Entry Door/Shed Door/Crawl Space Door | | X | Doors are the responsibility of the HO, however, the HOA will periodically clean and paint the exterior. |
| Weatherstripping | | X | |
| Door Frame and Sill (exterior only) | X | | |
| Storage Sheds | X | X | HOA maintains the exterior and the HO is responsible for the interior |
| Exterior A/C or Heat Pumps | | X | |
| Door Bells/Buzzers/ Knobs/Locks | | X | |
| Exterior Light Fixtures Mounted on Unit | | X | Changing fixtures requires HOA approval. |
| Exterior Street and Area Lighting | X | | Report pole outages to Lemmon Tree |
| Windows/Screens | | X | Window replacements must be approved. HOA will periodically paint exterior window trim. |
| Shutters | X | | |
| Gutters | X | | Make sure downspout is flowing and gutters are not leaking down behind or over. HO should check during rain. Gutters are cleaned and maintained by the HOA, as needed. |
| Exterior Water Spigots and/or Hose Bibs | | X | |
| Exterior Utility Meters/ Boxes (attached to unit) | | X | |
| Brick/Concrete Steps and/or Porches | X | | |
| Wood Porches/ Steps/Decks | X | | Only those that were of original construction. Contact Lemmon Tree with questions. |

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| Wood Privacy Fences | X | X | Side privacy fences were original and are the HOA responsibility. Back fence and gate additions are the HO's. HOA will periodically clean and stain. |
| Handrails | X | | Additions should be approved. |
| Sidewalk Maintenance | X | | |
| Ice and Snow Removal | X | X | The HOA does NOT treat or remove snow from walkways, steps, porches, or decks. Generally, sloped lot entrances are treated with ice melt and/or plowed if significant accumulation. |
| Landscaping | X | | Responsible for open yards, common areas, shrubs, trees, entrances. HO should not add plantings to front of buildings. Landscape contractors cannot take directions from HO. |
| Water Leak/Sewer Back Up/High Water Bills | X | X | Plumbing issues are often a shared responsibility between owner and the HOA. Plumbing issues or repairs on the inside of a unit are the owner's responsibility and the plumbing lines outside of the building are the Association's responsibility. Report any plumbing issues to Lemmon Tree ASAP. |
| Interior Repairs (caused by leaks or backup) | | X | |
| Trash/Recycling/ Large Load Pick Up | | X | Trash must be in city provided green cans. Pickup curbside on Tuesdays; return can to rear of building by Wednesdays. NO DUMPING ON CURBS!! Call city 919-831-6728 for special load pick up or bulky items. Recycling picked up curbside in blue bins; check city for schedule. Store bins behind building. |
| Termite Inspection/ Pest Control | X | X | Association covers termites and provides yearly inspection and treatment if needed. HO handles all other interior pest issues. Any damage due to termites or pests are the HO responsibility. |
| Insurance (damage from flood, fire, wind, vandalism, or civil disturbance) | | X | HO must carry fire and hazard insurance equal to full value of home. Article XIV, section 3 of the covenants. |
| Mail/Mailboxes | | X | CO mailboxes/keys are managed by North Ridge PO. Call Post Office at 919-846-1942. |
| Private Streets/ Parking Lots | X | | Responsible for maintenance and rights of use. |