

Bradford Place Condominiums at Downing Creek Guideline for Maintenance & Service Responsibility

Building Maintenance		
Building/Unit - Exterior Surface	Owner:	All maintenance, repair and replacement of decks and patios (front and back) and repair or replacement of common areas or limited common areas if damage is caused by Owner's misuse or neglect
	Association:	All maintenance, repair, replacement and painting of trim work and siding and other common elements
Building/Unit - Interior	Owner:	All interior repairs from the studs in the walls in, including sheetrock, paint, wallpaper, finished floors, and carpet
	Association:	Load bearing walls
Chimney	Owner:	Any maintenance and repair of chimney components that lie within the Unit.
	Association:	Other maintenance and repair of portion that extends above the roofline.
Doors	Owner:	Maintenance, repair and replacement of the glass in the door
	Association:	Maintenance, repair, and replacement of the door, including painting of the exterior of the door at the discretion of the Board
Gutters & Downspouts	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Maintenance, repair, cleaning and replacement at the discretion of the Board
Lights - Exterior Building	Owner:	Maintenance, repair and replacement if the light is controlled by the Owner
	Association:	Maintenance, repair and replacement if controlled by the Association
Patio/deck	Owner:	Maintenance, repair, and replacement , including routine cleaning and snow and ice removal
	Association:	None
Roof	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Maintenance, repair and replacement
Structural, Foundation, Bearing Walls, etc.	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Maintenance, repair and replacement of building structural components (i.e. walls, floor joists, roof trusses, foundation, etc.); responsible for inspections, treatments and repairs to structural components necessitated by termites
Vents, Ducts, Flues, Fans, Fixtures	Owner:	Maintenance, repair and replacement of plumbing fixtures, electrical fixtures, water heaters, heating and air conditions equipment and fans. Maintenance, repair and replacement of vents, ducts located wholly within Unit.
	Association:	Maintenance and repair of pipes, ducts, flues, chutes, conduits, cables and other utility lines not located wholly within a Unit.
Windows	Owner:	Maintenance, repair and replacement of glass in the windows
	Association:	Maintenance, repair, and replacement of the windows except for the glass
Exterior Improvements		
Driveways	Owner:	None unless necessitated by owner's, occupant's or guest's misuse

Bradford Place Condominiums at Downing Creek
 Maintenance & Service Responsibility Guidelines

	Association:	Maintenance, repair and replacement of parking area & roads
Fences	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Maintenance, repair, and replacement of fences installed by Developer, Association, or by Owner with permission of the Board
Lampposts	Owner:	Maintenance, repair and replacement of bulbs, fixture and pole if located on the Owner's property or if switch is under the control of the Owner
	Association:	Maintenance, repair and replacement of bulbs, fixture and pole only if Owner unable to control switch and Association pays for electricity.
Mailbox	Owner:	Maintenance, repair and replacement of lock & key
	Association:	Cluster boxes, responsible for replacement if needed as determined by the BOD
Sheds/Storage Area in Rear of Home	Owner:	Responsible for interior of storage shed accessible by separate door in rear of unit
	Association:	Repairs and maintenance to exterior walls, vinyl siding and roof
Sidewalks	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Responsible for repairs and maintenance from the front stoop to the street
Stairs	Owner:	Maintenance, repair and replacement of interior stairs and of exterior stairs that are part of the patio or deck
	Association:	Maintenance, repair and replacement of stairs located on the common area
Streetlights	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association	Duke Energy 1-800-653-5307
Streets	Owner:	None unless necessitated by owner's, occupant's or guest's misuse
	Association:	Maintenance, repair and replacement as determined required by the BOD
Trash Enclosures	Owner:	Must keep area neat and clean. Must bring trash receptacle to the road no sooner than the evening prior to collection and bring trash receptacle back to rear of home away from street side view on the day of collection.
	Association:	None
Grounds and Landscaping		
Grass/Lawn	Owner:	Responsible to ensure grounds are free and clear of obstructions and to maintain grass area in any yard that is completely enclosed causing the area to be inaccessible to Association grounds contractor
	Association:	Responsible to <u>maintain</u> the condition of the grounds all in the discretion of the Board

Bradford Place Condominiums at Downing Creek
Maintenance & Service Responsibility Guidelines

Leaf Removal	Owner:	None unless the owner desires to provide additional voluntary leaf removal
	Association:	Responsible for leaf removal in the discretion of the Board, generally only in late fall and early winter
Mulch Beds	Owner:	None. Note that additions or modifications of plant materials or the beds require prior written approval of the Board.
	Association:	Responsible to maintain the beds in a condition as determined by the Board of Directors
Trees, Shrubs	Owner:	Maintenance, repair and replacement if installed by the Owner or any previous Owner or located within any yard area that is completely enclosed or inaccessible to Association grounds contractor
	Association:	Maintain and replace in the discretion of the Board
Utilities		
Air Conditioning/ Heating	Owner:	Maintenance, repair and replacement of system and ductwork serving only the unit
	Association:	None
Cable TV	Owner:	Maintenance, repair and replacement of all components wholly within the Unit.
	Association:	Maintenance, repair and replacement of cables and lines not located wholly within the Unit, to the extent the same are not the responsibility of the utility.
Electrical	Owner:	Maintenance, repair and replacement of fixtures and connections.
	Association:	Maintenance, repair and replacement of wiring/lines not located wholly within the Unit, to the extent the same are not the responsibility of the utility.
Gas	Owner:	Maintenance, repair and replacement of fixtures and connections.
	Association:	Maintenance, repair and replacement of pipes and lines not located wholly within the Unit, to the extent the same are not the responsibility of the utility company.
Telephone	Owner:	Maintenance, repair and replacement
	Association:	None
Water/Sewer	Owner:	Maintenance, repair and replacement of fixtures and connections, and of lines/pipes located wholly within the Unit.
	Association:	Maintenance, repair and replacement of pipes and lines not located wholly within the Unit.
Services		
Insect Control	Owner:	All interior pest and rodent control or pest control for pests to mitigate pests entering the unit; damage to interior of Unit from pests
	Association:	Termite inspection and treatment outside the Unit. Repairs outside the Unit resulting from termite damage. Any pest control for a pest that is causing damage to a common element of the building or that is posing a threat on the exterior of the building.
Insurance	Owner:	Owners are advised to obtain individual liability and property insurance policies covering personal property, appliances and betterments and improvements within the

Bradford Place Condominiums at Downing Creek
 Maintenance & Service Responsibility Guidelines

		unit; Owner may want to consider an HO6 or similar policy. Owner's insurance should be written by the same carrier as the Association's insurance. Owner is encouraged to obtain an endorsement to pay deductible for Association policy if Owner is responsible for casualty claim.
	Association:	General liability, property coverage, including coverage of the Common Elements and the Units themselves excluding personal property and appliances; Directors & officers liability insurance
Snow & Ice Removal	Owner:	Removal of snow or ice in any area that is completely enclosed or inaccessible to Association grounds contractor and which area serves only the unit
	Association:	Snow removal as determined by the BOD if weather conditions do not allow for normal melting within a reasonable time frame as determined by the BOD
Termite Inspections & Control	Owner:	Treatment, control and damage within the Unit
	Association:	Treatment, control and damage outside the Unit
Trash Removal	Owner:	General trash removal as well as removal of large, bulk items that cannot fit in trash cans
	Association:	None

The obligations of the Association and Unit Owners are set out in the Declaration of Unit Ownership for Bradford Place Condominiums at Downing Creek recorded at book 5660, page 652-680 of the Durham County Register of Deeds; as well as the Bylaws of the Association. The Condominium Act, N.C.G.S. §47C-1-101 et seq. also applies to the Bradford Place Condominium community. The foregoing represents an attempt to explain the division of responsibilities between the Owner and the Association, but cannot, however, possibly cover all potential circumstances. The Association reserves the right to review the legal documents and applicable statutes to answer any specific questions that may arise related to maintenance issues. In the event of any conflict between these guidelines and the Declaration, the Declaration will control.