

# Stafford Townhomes

## Homeowners Association

Wake HOA Management, 10224 Durant Road, Suite 109, Raleigh, NC 27614

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### MAINTENANCE RESPONSIBILITY CHART - ARCHITECTURAL GUIDELINES

Homeowners Association is responsible for:

- Maintenance and repair of exterior building surfaces for normal wear and tear. This includes roofs, soffits and gutters, chimney exteriors and decks. Does not include foundations or crawlspaces.
- Landscaping maintenance of all Common Areas, including trees, shrubs, grass, mulch and post lights.
- Painting and pressure washing unit exteriors. Gutter cleaning
- Pool and Pool equipment.
- Roads, fencing and mailboxes
- Water/Sewer lines serving multiple units
- Termite Inspection and contract
- Master Insurance policy. See Insurance Guidelines following.

Homeowner Responsible for:

- All exterior doors, screens, storm doors and hardware
- All exterior glass surfaces and window fixtures/parts
- Water/Sewer line servicing only single unit
- Exterior light fixtures and outlets
- Any improvements added by current owner or previous owner(s)
- Chimney interior or fireplace
- Repairs caused by owner or guest negligence.

## INSURANCE GUIDELINES

The Stafford Homeowners Association carries insurance as follows:

- Coverage of the exterior shell of the owner units.
- Insurable replacement value of common property
- General Liability insurance of Common Areas
- Directors and Officers Liability insurance for the Board and Committee members

Please reference Article V, Covenant for Maintenance Assessments, Section 10, page 9 of the Declaration of Covenants for Stafford Townhomes.

- Owners must have enough insurance to cover their unit, and any improvements inside the unit
- There is a \$1,000 deductible that will be the responsibility of the owner of each unit to ensure is covered in their individual policy, as HOA will not be responsible for covering this amount.
- An additional personal liability or other cover an owner may deem necessary or wanted.