

SPRINGBROOK HOMEOWNERS' & ASSOCIATION'S RESPONSIBILITIES**

<u>HOMEOWNERS' RESPONSIBILITIES</u>	<u>ASSOCIATION'S RESPONSIBILITIES</u>
<p><u>Alarms</u> Install, maintain, and repair alarm systems. Installation requires Board approval.</p>	<p>No responsibility</p>
<p><u>Clothes Dryer Vents</u> Clean and maintain inside and outside dryer vent. Check periodically.</p>	<p>No responsibility</p>
<p><u>Chimneys & Gables</u> Outside: Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B. Inside: Chimney sweep cleaning as needed.</p>	<p>Outside: Maintain and repair as determined by the Board. Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Decks, Patios, & Privacy Walls</u> Keep clean and free of mold. Replace as determined by the Board or at owner discretion with Board approval. (See Rules & Regulations section G. #21 for specifics.) Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B.</p>	<p>Maintain and repair as determined by the Board. Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Doors, Windows, & Screens</u> Secure Board approval for all replacement doors, including sliding glass doors, windows, and screens. Adhere to Association approved styles and colors designated by the Building Committee. (See Rules & Regulations section G. #21 for specifics.) Maintain, repair, and replace glass, frames, and screens as needed. Caulk windows and doors as needed with Board approval.</p>	<p>Ensure annual Building Committee walkaround to determine needs. Consider proposals from homeowners for changes.</p>
<p><u>Driveways, Walkways, & Stoops</u> Keep free of debris. Keep free of obstacles that could be safety hazards. Keep cars in garages overnight. Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B.</p>	<p>Maintain, repair, and replace driveways, walkways, and stoops as determined by the Board. Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Electrical & External Lighting</u> Maintain all wiring from meter into residence and outdoor electrical panels. Replace outside lightbulbs as needed. Replace light fixtures at owner discretion using Association approved lighting styles with Board approval.</p>	<p>Repair and replace external light fixtures as determined by the Board. Paint exterior light fixtures as determined by Building Committee.</p>

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<p><u>External Appearance & Changes</u> Submit a written plan to alter buildings and/or grounds to the appropriate committee for approval by the Board. Limit the number and type of decorations in the front gardens of the building.</p>	<p>Consider proposals for homeowners to change external building or grounds appearance for Board approval.</p>
<p><u>Foundations</u> Monitor internal foundation walls at least annually and after large rains. Repair interior property damage because of a common element failure.</p> <p>Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B.</p>	<p>Maintain and repair foundation walls as needed. Repair basement footings as determined by the Board.</p> <p>Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Garage Doors</u> Maintain, repair, and replace garage doors as needed with approved Association style and color with Board approval. (See Rules & Regulations section G. #21 for specifics.)</p> <p>Maintain, repair, and replace automatic door opener, springs, brackets, tracks, bolts, knobs, and locks as needed.</p>	<p>Ensure touch up painting is done on and around garage doors as determined by Building Committee.</p>
<p><u>Gutters, Downspouts, & Drain Tiles</u> Examine the perimeter of the building periodically and report any blockages or water problems to the Building Committee. Responsible for gutter cleaning more than twice per year with approval of the Building Committee. Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B.</p>	<p>Maintain, repair, and replace as determined by the Board. Clean gutters and downspouts twice per year as determined by the Board.</p> <p>Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Heating & Air Conditioning</u> Maintain, repair, and replace heating and air conditioning units as needed. Obtain Board approval if a new furnace vent requires outside venting, Window air conditioners are not permitted.</p>	<p>No responsibility</p>
<p><u>Insurance</u> Obtain homeowner's insurance to cover building contents (personal property), improvements, and liability.</p> <p>Purchase any extra coverage the owner deems necessary (e.g., sewer backup, earthquake, art, jewelry).</p> <p>Obtain at least \$10,000 loss assessment insurance.</p>	<p>Obtain comprehensive liability insurance for common elements. Secure hazard insurance including fire, hail, and windstorm insurance for buildings (not interior or contents). Acquire fidelity insurance for Board members and their designees, such as committee chairs. Confirm certificates of insurance (COI) for all contractors working for the Association.</p>

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<p><u>Irrigation System</u> Monitor the function of irrigation system periodically and report any problems to the Grounds Committee. NOTE: If any sprinkler heads start to leak, shut off the water to the irrigation system, located in the basement. Report to Grounds Committee immediately.</p> <p>Partial financial responsibility for maintenance and repairs according to Rules & Regs A & B.</p>	<p>Maintain, repair, and replace irrigation system components. Maintenance includes spring startup, annual RPZ (backflow preventer) test, and fall winterization.</p> <p>Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Landscape</u> Keep yard free of waste, including animal (pet) waste. Remove weeds from flower beds as needed. Obtain Board approval for all changes/additions to landscaping by an external contractors. Add, exchange, replace or remove annuals and perennials from existing flower beds without approval as long as the footprint of bed is not changed. Partial financial responsibility for maintenance according to Rules & Regs A & B.</p>	<p>Secure that mowing, fertilizing, mulching, and trimming of all shrubs, plants, flowers, and trees in common areas are done per Board approved landscaping schedule.</p> <p>Assure that weeding of flower beds is done once in spring and once in summer, per landscaping contract.</p> <p>Financial responsibility according to Rules & Regs A & B.</p>
<p><u>Mailboxes</u> Repair or replace mailbox, in conjunction with Building Committee, if damaged by the homeowner.</p>	<p>Maintain, repair, and replace mailboxes and numbering as determined by the Board.</p>
<p><u>Nuisances</u> Refrain from any activity that creates a nuisance to neighboring residents. Communicate directly regarding nuisance activities. If necessary, submit a written complaint to the Board.</p>	<p>Investigate written complaints submitted to the Board. Include appropriate committee chairs in reaching a resolution as needed.</p>
<p><u>Painting</u> Maintain all interior painting. Secure Board approval to paint the front door, using an Association approved color. Ensure that front doors and shutters on both units of a building are the same color, style, and size. (See Rules & Regulations sections G. #21 for specifics.)</p>	<p>Ensure touch up painting is done for all exterior walls, trim, shutters, windows, and doors as determined by Building Committee.</p>
<p><u>Pest Control</u> Keep interior and exterior free from excessive pests, such as ants, mice, and other rodents.</p>	<p>No responsibility</p>
<p><u>Pets</u> Request Board approval of domestic animals as allowed by the Association, such as dogs, cats, and birds. Up to two (2) household pets are allowed. Each pet must be under 40 pounds at mature weight. Keep yard free of animal waste. Leash or cage pets while on HOA property.</p>	<p>Approve household pets (e.g., dog breed) as requested by homeowners according to Rules & Regulations.</p>

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<u>Plumbing</u> Keep all interior and exterior faucets in good working condition. Clean and repair sewer line from the residence to the main pipe outside the unit as needed. Maintain, repair, and replace water lines from the meter and backflow device to residence. Repair any damage to landscape and hardscape caused by failure of any of the above.	No responsibility
<u>Radon Mitigation System</u> Install, maintain, repair, and replace as required by applicable building codes. Obtain Board approval for mitigation system, including venting plan. Ensure certificate of insurance (COI) for contractor.	Retain option to hire an inspector subsequent to installation.
<u>Roofing</u> Repair and repaint damage to walls and personal property caused by failure of common element.	Secure caulking, flashing, and repair of all roof leaks. Installs new and overlay roofs as determined by the Board.
<u>Satellite Dish, Antenna & Deck Awning</u> Install, maintain, repair, and replace items with prior Board approval. Repair interior and exterior damage caused by the installation.	No responsibility
<u>Security Cameras</u> Install, maintain, repair, and replace security or surveillance cameras with prior Board approval. Limit field of vision to the limited common element attached to the unit.	No responsibility
<u>Snow Removal & Ice Control</u> Remove snow from decks per homeowner preference. Avoid using rock salt on stoops, walkways, and driveways.	Ensure snow removal and ice control of stoops, walkways, and driveways. Requirements may vary based on seasonal severity and cost exposure.
<u>Solar Panels</u> Solar panels are not allowed.	No responsibility
<u>Sump Pumps</u> Check function at least annually.	No responsibility
<u>Rules, Regulations, & Bylaws</u> Ensure that all owners, family members, and guests comply with the Association's Rules, Regulations, and Bylaws.	Review, modify, and enforce the Association's Bylaws, Rules, and Regulations as determined by the Board.
Updated 9.30.24	

****Refer to the SBHOA Rules & Regulations dated 10.15.24 for more detailed information regarding all these responsibilities. The Board is responsible for creating, approving, and monitoring adherence to all HOA Rules, Regulations, By-Laws, and Declaration.**