

Owner/Service Area Responsibility Chart Oak Pond Townhome Service Area

The following is a summary of responsibilities for repairs and maintenance in the Service Area summarized and clarified from the Supplemental Declarations to the Charter for each Service Area. The Service Area repairs and maintenance are included in the monthly assessment. CROA has a Reserve Study done every three years that includes an engineer's review of the facility and recommended replacements, which management follows. Your Service area has an annual budget that includes the operating expenditures, as well as recommended funding per the Reserve Study. The Reserve Study, budget and financial statements are available to all owners and are included on the secure portion of the website. Please do not hesitate to contact Management to receive a copy of these documents, if you are unable to find on the website.

Balcony	Owner	Service Area	Notes
Maintain and repair, as necessary	✓		Service Area may coordinate, as requested by owner. Owner responsible for the cost
Replace, as originally constructed, the railings as scheduled in the Reserve Study		✓	

Cleaning – Exterior

Semi-annual cleaning of front sidewalks, front steps/walkways, driveways and exterior boundary fences		✓	Cleaning between scheduled semi-annual cycles is the responsibility of the Owner
Annual cleaning of interior boundary fences, exterior walls or dwelling and garage		✓	Cleaning between scheduled annual cycles is the responsibility of the Owner
Roof of dwelling and garage, as needed or recommended by the manufacturer		✓	

Concrete Flatwork

Repair and replace, as necessary, the walkways servicing a single lot	✓		Service Area responsible for tree root maintenance
Repair and replace, as necessary, the walkways servicing more than a single unit		✓	

**Owner/Service Area Responsibility Chart
Oak Pond Townhome Service Area**

Service

Doors – Exterior Pedestrian

Owner

Area

Notes

Repair and replace any damaged door or door hardware on the dwelling	✓		Service Area may coordinate, as requested by owner. Owner responsible for the cost
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Doors - Garage

Repair and replace any damaged garage door and exterior door hardware (but not garage openers)		✓	Service Area may coordinate, as requested by owner. Owner responsible for the cost
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Driveways

Replace and repair, as necessary	✓		ARC and Service Area pre-approval required. Service Area responsible for tree root maintenance.
Maintain in clean condition between semi-annual cleaning by the Service Area	✓		

Fences (Boundary) including Gates and Hardware or Wall on Lot

Repair and replace, as necessary		✓	Gate hardware is the owner responsibility
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Gutters and Downspouts

Maintain in working order as originally installed		✓	Owner responsible for gutter additions with ARC and Service Area approval
Replacement, as required by Reserve Study		✓	Replacement cycle established by the Reserve Study and coincides with the roof replacement
Annual cleaning		✓	Cleaning between scheduled annual cycle is the responsibility of the Owner

**Owner/Service Area Responsibility Chart
Oak Pond Townhome Service Area**

Service

Hose Bibs/Spigot

Owner Area Notes

Maintain and replace, as necessary	✓		
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Insurance

Maintain all property insurance at full replacement cost, less a reasonable deductible, on all insurable improvements located on each Owner’s Lot. Each Owner shall also maintain liability insurance to fund its obligation to indemnify the Association and the Joint Committee. A Certificate of Insurance must be provided to CROA during the first quarter.	✓		Pursuant to Section 11.5 of the Celebration Charter and Section 3.2 of the Supplemental Declaration of Covenants, Conditions and Restrictions for Celebration Residential Properties. The insurance policy is to name CROA as an additional insured.
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Interior Dwelling and Garage

Maintenance of the interior of the dwelling and garage, including within the walls (i.e. plumbing)	✓		Owner responsibilities also include any modifications or improvements made by the Lot Owner
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Irrigation

Sprinklers or other irrigation equipment installed by the owner and equipment in the gated back yards	✓		
Repair of electricity to the time clock	✓		
Operations, maintenance, replacement of any irrigation equipment (sprinklers, pumps, wells, water lines and time clock), as regularly maintained by the Service Area outside gated areas		✓	

Landscape – Lawn/Turf, Shrubs and Trees

Maintain and replace gated back yard area not readily accessible outside the dwelling	✓		
Maintain all landscaping or improvements installed on the Lot by Owner	✓		ARC and Service Area pre-approval required

**Owner/Service Area Responsibility Chart
Oak Pond Townhome Service Area**

Service

Landscape – Lawn/Turf, Shrubs (continued) Owner Area Notes

Maintain as originally installed by Service Area (mowing, fertilization, pruning, mulching, watering, pest and disease control) outside gated area	✓	✓	
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Light Fixtures - Exterior

Maintain existing light fixtures in clean and functioning order. Paint as necessary	✓		ARC and Service Area pre-approval required when replacing light fixtures
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Mail Boxes

Maintain post, bracket, box and flag in clean and working order.	✓		ARC and Service Area pre-approval required when replacement is necessary
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Modifications (Exterior)

Maintenance and repair of modifications	✓		ARC and Service Area pre-approval required for modifications
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Other

Maintain, repair and replace all other components and any addition or modification of the dwelling, garage or Lot not listed on this chart in accordance with Section 5.1 of the Community Charter	✓		
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Painting

Painting of dwelling, carport, garage, garage door, exterior doors and non-vinyl fences or stucco covered walls erected along Lot’s boundary on established painting cycles		✓	In between painting cycles are Owner responsibility
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Porch, Porch Ceilings, Porch Columns, Steps and Patios

Maintain, repair and replace as originally constructed on the dwelling, the cost of such work shall be the responsibility of the owner of the affected unit and not the entire Service Area	✓		ARC and Service Area pre-approval required for modifications. Service Area may coordinate, as requested by owner. Owner responsible for the cost
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Owner/Service Area Responsibility Chart
Oak Pond Townhome Service Area

Service
Owner Area Notes

Potable Water Pipes, Meters, Sewer Pipes, Electric/Phone/Cable Lines servicing a Single Lot

Maintain and replace as necessary from the main connection	✓		
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Railings

Maintain, repair and replace as originally constructed on the dwelling		✓	Service Area may coordinate, as requested by owner. Owner responsible for the cost
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Roofs

Periodic surface cleaning as necessary to maintain the Community Wide Standard		✓	
Repair or replace high end (parapet) walls and the exterior of chimneys or dormers	✓		
Repair or replace, as necessary, the asphalt roofs, soffits and fascia of any dwelling and garage, including any exterior asphalt porch roof originally constructed with the dwelling		✓	Roof replacement cycle established by Reserve Study

Screens/Screen Enclosures

Maintain in a clean condition, repair and replace, as necessary	✓		
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Shutters

Maintain and repair		✓	
Replace during exterior painting cycle		✓	Painting cycle established by Reserve Study

Siding or Stucco

Maintain, repair and replace between normal painting cycle	✓		
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**Owner/Service Area Responsibility Chart
Oak Pond Townhome Service Area**

Service

Siding or Stucco (continued)

Owner

Area

Notes

Minor surface repairs and apply sealants as part of the scheduled painting cycle		✓	Painting cycle established by Reserve Study
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Termite Bond

Provide termite bond including treatment of exterior structural walls and foundations of the dwellings and garages		✓	
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Windows – Dwellings or Garage

Maintain in clean condition and working order, including hardware and frame	✓		
Exterior caulking of windows and doors		✓	