

DOUBLETREE TWON HOME ASSOCIATION MAINTENANCE AND RESPONSIBILITY

Town Home Owner Responsibilities Regarding New Construction:

The town home owner has the exclusive responsibility to insure that their individual unit has been completed. This responsibility includes, but is not limited to, areas which will ultimately be maintained through the Town Home Owners Association (roofs, siding, contracted landscaping, and irrigation system). By law, the owner has one year from closing to resolve all construction deficiencies with the builder. All reputable builders will insure that outstanding defects attributed to them or their agents are resolved during this period. After the one year period the owner will remain personally responsible for correction of any unresolved defects.

The installation of new decks or any modifications to an existing deck (changes from existing design or size) requires a submission of the proposed work plan to the HOA (Home Owners Association) Architectural Committee and THA (Town Home Owners Association) Board for approval prior to any construction.

Town Home Owner Areas of Personal Responsibility:

Each Town Home Owner is financially responsible for all expenses related to the maintenance and replacement of the following personal external areas: doors (including garage doors), windows (including skylights), all individual utility connections, decks (including deck staining), outside lighting (bulbs, fixtures, photo cells), water faucets, all concrete patios, front porches and stairs, driveways and personal approach sidewalks.

TOWN HOME OWNERS ASSOCIATION ROUTINE MAINTENANCE:

Town Home Areas Maintained Through the Association:

After all construction related issues are resolved by the owner, the THA will assume the maintenance of areas which include building roofs (excluding skylights), siding (excluding windows and doors), gutters and downspouts, and landscape sprinkler systems.

Landscaping - Maintenance:

The THA will manage the landscape maintenance for the Town Home area. This includes lawn mowing/trimming, weed control/trimming, other lawn treatments and sprinkler system management and scheduling. This maintenance will be performed on all approved front and area plantings that were done by the developer. This does not include the maintenance of significant personal plantings and landscaping installed by the owner, such as along side and back of building. Periodic trimming of plantings, trees and bushes including shape and style, will be scheduled by the board landscape representative for areas that were planted by developer.

Lawn Irrigation System:

The irrigation system will be scheduled to water lawn areas during the summer season as defined by the Board landscaping representative. It should be noted that the installed sprinkler system is primarily a lawn irrigation system and is not designed to irrigate trees, bushes and miscellaneous plantings which are the responsibility for each owner to water when conditions warrant (extended periods when there is a lack of rain).

Replacement of Trees and Bushes:

The decision to replace or permanently remove any trees, bushes, or plantings will be subject to Board approval. The home owner is responsible for any and all personal plantings and landscaping (both maintenance, removal and/or replacement).

Snow Removal:

Snow removal will be scheduled by the Board designated THA representative when a snowfall in our area exceeds a minimum of two inches. Snow will be removed from driveways, front porches, steps and approach sidewalks that are clear of cars and other obstacles. It is the home owners responsibility to spread ice melt on their own sidewalk and driveway.

Routine Building Maintenance Schedule:

Upon periodic review and approval of the THA Board: siding and trim painting will be scheduled as required (typically reviewed 3 to 5 years); and roof replacement will be scheduled as required (typically 15 to 20 years).

Special Maintenance Requirements:

Damaged roofs, downspouts, gutters, and siding resulting from storms, wind, hail, or fire will be repaired by the THA utilizing proceeds received from the involved homeowner's insurance policy. The actual claim filing, the cost of insurance, cost due to inadequate insurance coverage and all deductible charges are the responsibility of the individual home owner and these costs will be borne by the home owner to complete the repairs. Home owners will also be responsible for all costs of repairs resulting from damage as a result of external modifications and attachments including, but not limited to skylights, antennas, satellite dishes, awnings, etc.

Outside Lighting:

Each home owner is responsible for all outside lights on their unit. This includes any replacement or repair of light fixtures, bulbs, and photo eyes and the electric bill for these lights. The home owner will be notified by the Board of Directors or the Management Company, if it is noticed that any lights are out for any length of time. At the time of notice, the home owner will have seven days to rectify the problem. After the seventh day, the Board will hire an electrical contractor to make all repairs or replacements at the cost of the home owner.

Note:

To maintain appearance and property values for all, if any personal areas (areas of owner's responsibility) are determined by the THA Board to be in disrepair (including routine deck staining) and after proper notification, the owner has not taken action to repair, the Board may elect by vote to repair the deficiency on the owner's behalf with all costs and related expenses to be borne by the home owner (through assessment and due process).

SPECIAL RULING APPROVED ITEMS

Placement of Antennas and Satellite Dishes:

Building trim/framing or deck surface mounts (vertical surfaces) are the only approved locations for these items. No new roof mounts are approved. NOTE: The owners having pre-existing grandfathered roof mountings (prior to January 2006) will remain responsible for any damage incurred as a result of these installations. Subsequent owners who have installed them without approval will be held responsible for the cost of repairs as well as the cost of their removal.

Deck Maintenance and Staining:

The repair/maintenance and staining of individual decks are the responsibility of the owner and stain colors must match the color of the building siding or Behr Natural Cedar #3854. Owners will need to routinely stain their decks to maintain their integrity and appearance.

Storm Doors:

Installed storm doors should match the color of the door trim. (newer dual units - e.g. Anderson color Sandtone Arena Sable). Some older units have storm doors that match the color of the windows and are grandfathered-in. Different groups of town homes have different colors of trim and windows. Therefore, if planning to install a storm/screen door, look to see what has been the previous practice and match it. If there is still a question, call a Board member.

Awnings:

Only one color pattern is approved for permanent attached awnings - see at 10532 Ontario Drive or 10552 Ontario Drive. These awnings can be purchased at Merrillville Awning Co. They will have a record of the pattern number for contract number 15900.

Proposed Owner Changes to Landscaping or External Features of Town Home:

Only minimal plantings adjacent to side and back of town home should be undertaken without prior approval. Full plantings along the side or the back of unit are allowed, but owner must assume all charges for planting and maintenance of such areas. This includes the placement expense and the expense of any new mulch added in succeeding years. Owners may have the town home landscapers do the work, but the owner must make prior financial arrangements with the landscape company for their reimbursement.

Per the covenants, all proposed changes to external areas of a town home and any significant landscaping changes or additions must be submitted to and approved prior to work start by both the HOA Architectural Committee and the THA Board (includes any building attachments, decorative plaques, and all lighting fixtures, etc.)