

February 19, 2009

To: Arbor Ridge Homeowners

From: HOA Board of Directors

The attached ARBOR RIDGE MAINTENANCE RESPONSIBILITIES document (two pages dated Feb. 12, 2009) **totally replaces the Arbor Ridge HOA – Responsible Maintenance Items document (dated 3/21/08)**, which was provided to you with the HOA transition documents in late March of 2008.

The Board revised the original document as it was too general and did not cover many elements of maintenance. Please review this new maintenance document thoroughly. There are a number of additions, and some changes of responsibility. There is no intent to hide or mislead homeowners about information contained in this document. We may have unintentionally missed an area that should have been included, or assigned an incorrect responsible party. If so, upon notice of a missed item or questionable maintenance responsibility, we will give it consideration and take the appropriate action.

Please contact any Board member or the Property Manager if you need assistance to understand, or additional information on, an item.

The following DISCLAIMER STATEMENTS are a part of the new ARBOR RIDGE MAINTENANCE RESPONSIBILITIES document.

DISCLAIMER STATEMENTS

It is the intention of the Board of Directors that the HOA responsible maintenance items were all installed by the developer, and are only covered for **"fair wear and tear"** failures. Coverage is NOT provided for natural events or accidental events caused by other parties. Accidental events caused by the HOA will be covered.

All items installed by the developer are not covered. Items **not marked HOA**, which were installed by the developer, **are not covered**.

It is the intent of the Board of Directors that the HOA is NOT responsible for items installed by the homeowner, or for needed maintenance on HOA items caused by homeowner negligence, or by a homeowner installed item.

Fireplace on the maintenance responsibilities document refers to **vent-less, natural gas or electric fireplaces**. The Board has decided that fireplaces or stoves that burn fuels other than those previously mentioned, and/or that require outdoor venting, are not allowed in the Arbor Ridge community. This decision was taken primarily for safety reasons; however the storage problems associated with other fuels was a contributor.

The Board has decided to include interior drywall damage caused by a HOA liable roof leak as a HOA responsibility. **The HOA takes no responsibility for water damage to any other items**. Also, as stated previously the Board expects that homeowners away for extended periods of time will make arrangements for their home to be monitored to minimize damage due to water leaks or other causes. **The HOA will not be responsible for damages if homeowners do not arrange for monitoring.** **This paragraph was added 3/12/09**

For the Board of Directors, Gib Apple

ARBOR RIDGE MAINTENANCE RESPONSIBILITIES

Adopted by the Arbor Ridge Board of Directors Feb. 12, 2009

Listed below by Responsible Party and Maintenance Element

Owner - A/C compressor & total air conditioning system

Owner - Appliances & Equipment

Owner - Attic areas, interior

Owner - Bathroom fixtures

Owner - Beams, structural & decorative

Owner - Cabinets, all, kitchen, bath, garage

Owner - Crawlspace maintenance & vents

Owner - Decks, incl. wood preservation, repair, refinishing, replacement

Owner - Doors interior, exterior & crawl space, incl. bells, locks, hardware, painting ****

HOA - Door Frames, painting and repair ****

HOA - Downspout buried drain line

Owner - Draperies, shades and hardware

HOA - Driveway, concrete, incl. surface

Owner - Driveway homeowner resurface application

Owner - Ductwork, A/C, heating and returns

Owner - Fans, ceiling, bath and Kitchen exhaust

Owner - Faucets interior & exterior

Owner - Fireplace, owner installed**

Owner - Floor, wood and/or concrete slab

Owner - Floor interior coverings & treatments

HOA - Foundations, blocks, poured walls & footers

Owner - Furnace Unit

Owner - Garage Door incl. handles, locks, tracks, seals, electrical controls & remote controls

Owner - Gas Logs incl. piping and vents

Owner - Gas supply pipes to appliances incl. valves & connections

Owner - Ground beneath slab & basement floors and crawlspace

HOA - Gutters incl. downspouts, supports, hangers, splash pans & cleaning

Owner - Insulation (attic, ceiling, walls, floor)

Owner - Insurance claim deductible

Owner - Joists & Trusses, ceiling and floor, structural components

Owner - Landscaping causing negative drainage issues

HOA - Landscaping Common Area, builder installed

Owner - Landscaping owner installed

Owner - Landscape lawn watering sufficient to maintain life & growth

Owner - Lighting interior & exterior, bulbs & fixtures

HOA - Mulch Common Area, builder installed

Owner - Mulch, owner installed planting beds

Owner - Outlets interior & exterior, electrical, phone, internet, data, TV

Continued on other side

Listed below by Responsible Party and Maintenance Element

- HOA** - Painting all exterior, except doors *** - ****
- Owner - Painting all interior
- Owner - Painting exterior doors, see color requirements
- Owner - Patio maintenance incl. slab & cleaning
- HOA** - Power Washing, vinyl siding, guttering & soffits
- Owner - Privacy and separation fences

- Owner - Rafters, attic & roof structure (trusses)
- HOA** - Retaining Walls
- HOA** - Roof decking, underlayment, shingles, vents & builder Installed skylights

- Owner - Sewer Lateral, within common ground area, to sewer main
- HOA** - Sheathing (OSB, plywood)
- HOA** - Sidewalks, steps and stoops (concrete) to front door
- HOA** - Siding, faux stone
- HOA** - Siding, vinyl
- Owner - Sill plates, exterior, doors & windows
- HOA** - Soffit, aluminum, vinyl, wood
- Owner - Skylights, owner installed
- Owner - Slab concrete floor, basement, garage and patio
- HOA** - Snow removal (exceeding 2") from walks, stoops, & driveways. Ice treatment when necessary
- Owner - Snow & Ice Removal patios & decks
- Owner - Stairs Attic access, owner installed
- Owner - Stairways & Steps, all interior and exterior to decks
- Owner - Storm Doors incl. hardware and glass
- Owner - Studs interior & exterior
- Owner - Sub floor

- Owner - Termite & Pest control, treatment or damage
- Owner - Thermostat and/or humidity controls in air handling system

- HOA** - Utility Lines exterior (water, gas, electric) in common area to condo foundation
- Owner - Utility Lines interior (water, gas, electric) under floors and in basement

- Owner - Vents incl. dryer, water heater, furnace, microwave & bath exhaust
- HOA** - Vents incl. attic, roof ridge & gable

- Owner - Wall surfaces & treatment, all interior
- HOA** - Water Damage, interior, resulting from roof failure, limited to drywall ceilings and/or walls, repair and painting***
- Owner - Water Damage, all interior incl. frozen pipes, except for the HOA water damage line item above**
- Owner - Water Heater incl. functionality
- Owner - Weather Stripping (doors & windows)
- Owner - Windows interior & exterior incl. treatments, frames, screens, & glass
- Owner - Wiring, TV hookup, internet connections & data lines
- Owner - Wiring electrical to outlets, appliances, switches, fixtures, incl. service panel & surge prot. devices

** See Disclaimers

* Added 3/12/09

** Revised 3/12/09

*** Revised 11/12/09

**** Revised 6/16/15