



| <b>Springmill Villas - Maintenance Guidelines</b>   |            |              |   |
|---|------------|--------------|---|
| <b>Area to be Maintained</b>  | <b>HOA</b> | <b>Owner</b> | <b>Comments</b>   |
| <b>Common Areas</b>   |            |              |   |
| Sidewalks in public right of way  |            |              | N/A - Public sidewalks (parallel to public streets maintained by City of Westfield)   |
| Asphalt path in Common Area   | x          |              | That are not covered by City of Westfield   |
| Street and curb repairs/replacements  |            |              | N/A - Public Streets maintained by the City of Westfield  |
| Underground storm, water and sanitation sewer lines under public sidewalks and streets  |            |              | N/A - Underground drainage and water piping under public streets/sidewalks maintained by the City of Westfield  |
| Snow removal from public streets and sidewalks at 2" or greater accumulation  | x          |              |   |
| Snow removal from sidewalks and front entry stoops to each unit at 2" or greater accumulation   | x          |              |   |
| Pond chemical treatment and vegetation removal or drainage issues   | x          |              |   |
| Entry features - monument sign, lighting, landscape beds and irrigation system  | x          |              |   |
| C/A Turf mowing and maintenance, C/A seasonal clean up. C/A landscape bed maintenance including pruning of shrubs twice each year and trees (under 20' tall) once each year | x          |              |   |
| All ponds and drainage in common areas  | x          |              |   |
| All street signs and street lights  | x          |              | That are not covered by City of Westfield   |
| Mailbox repairs   | x          |              |   |
| <b>Lots / Yards</b>   |            |              |   |
| Regular lot mowing, turf chemicals, and edging (edging is 6 times each season)  | x          |              |   |
| Landscape bed mulching installation annually, pre-emergent and weeding ( up to 14 times per season)   | x          |              |   |
| Trimming of foundation shrubs and yard trees (under 20' tall)   | x          |              | Shrubs trimmed twice a season, trees trimmed one time per season  |
| Replacement of all shrubs or trees  | x          |              |   |
| Snow plowing of private drives at 2" of accumulation or greater   | x          |              | No chemicals will be used by Association for ice removal and none are recommended to be used by owner. Damage caused by use of de-icers by owner will not be covered by HOA |
| Snow removal from unit sidewalks and front porch stoops at 2" of accumulation or higher   | x          |              | No chemicals will be used by Association for ice removal and none are recommended to be used by owner. Damage caused by use of de-icers by owner will not be covered by HOA |

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| Driveway repairs and replacements                      | x   |       | Based on condition and opinion of Board. Owners negligence will be repaired and charged to them   |
| Unit sidewalk repairs and replacements                 | x   |       | Based on condition and opinion of Board. Owners negligence will be repaired and charged to them   |
| Screens installed by Owner after original construction |     | x     | Owner responsible for all repairs or replacements   |
| <b>Building Exteriors</b>                              |     |       |   |
| Footing  | x   |       |   |
| Foundation   | x   |       |   |
| Slab   | x   |       |   |
| Framing  | x   |       | Includes all rough construction to enclose the unit   |
| Exterior Walls   | x   |       | Includes exterior wall construction, exterior wall facing, vapor barrier, and insulation. Includes brick walls surrounding patios installed by the original builder                   |
| Exterior Brick Walls                                   | x   |       |   |
| Exterior Hardiplank siding & trim                      | x   |       | Includes repair and painting of siding and trim. Painting will be done by Association as part of scheduled exterior trim and siding painting as need.                                 |
| Gutters & downspouts                                   | x   |       | Includes maintenance and replacement, including any underground drainage piping connected to downspouts   |
| Waterproofing  | x   |       | Includes eaves, soffits and exterior, caulking, flashing, fascia and trim. Excludes weather stripping of external doors.  |
| Roof Construction                                      | x   |       | Includes framing, insulation and roof decking   |
| Roofing  | x   |       | Includes roof covering, waterproof membranes, shingles, roof vents, and seal boots at all vent stacks   |
| Exterior Doors   | x   |       | Includes threshold, hardware, sidelights and transom above the entrance door. Includes patio door.  |
| Exterior Doors - Exterior Finishes                     | x   |       | Includes finish on exterior door side of exterior doors, side light finishes, trim and transom above entrance door. Includes entrance door and overhead garage door exterior finishes |

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| Exterior Door Interior Finishes         |     | x     | Includes the finish on interior side of exterior doors, side lights, trim and transom above entrance door. Includes weather stripping. Includes entrance door and overhead garage door interior finishes. Excludes passage door between garage and living space, which is covered under interior doors |
| Storm Doors                             |     | x     |  |
| Garage Slab                             | x   |       |  |
| Garage Door                             | x   |       | Includes painting and replacements on scheduled and as-needed basis not a result of accident or negligence   |
| Garage Door - other                     |     | x     | Includes overhead garage door hardware, track, springs, weather stripping, and electric opener   |
| Concrete Patio Slab                     |     | x     | Concrete slab as installed by the original builder   |
| Patio Fence                             | x   |       | Includes the screen wall, if provided, originally installed by original builder  |
| Concrete Driveways                      | x   |       |  |
| Concrete Sidewalks                      | x   |       | Concrete sidewalks not covered by municipality as public   |
| Concrete Front porch                    | x   |       |  |
| Exterior light fixtures, wiring         | x   |       | Covers replacement of fixtures and wiring on the exteriors   |
| Exterior light fixtures                 |     | x     | Covers general repair and maintenance, including the replacement of light bulbs and photocells   |
| Irrigation system installed on each lot | x   |       | Covers opening, closing, back flow testing   |
| Irrigation system installed on each lot |     | x     | Repair and replacement resulting from normal use   |
| Meters and lines                        | x   |       | Covers wires, conduit and setting of meters  |
| Windows - replacement of window units   | x   |       | Full window unit installation glazing, sash, frame and sill and will be done on scheduled and as needed basis no accidental or negligence covered  |
| Windows - glass and screens             |     | x     | Includes cleaning, seals and glazing   |
| A/C Condensing Unit (exterior)          |     | x     | Covers unit, base, conduit and wiring  |
| Address signage                         | x   |       |  |

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| <b>Building Interiors</b>                |     |       |  |
| Garage Stair                             |     | x     | Includes stair or stoop from garage to garage passage door   |
| Interior Stairs                          |     | x     | Includes stair construction and handrail   |
| Interior wall covering of exterior walls |     | x     | Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Interior finishes  |
| Ceilings                                 |     | x     | Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Ceiling finishes   |
| Interior Partitions & Party Walls        |     | x     | Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Interior Finishes  |
| Ceiling Finishes                         |     | x     | Includes applied ceiling finishes and paint  |
| Interior Finishes                        |     | x     | Includes interior side of external walls and interior wall partitions and party walls. Includes wall finishes such as paint, wallpaper, ceramic tile, interior door finish, door jamb and stop finish, door casing finish, fireplace mantle and trim, and mantle and trim finishes and handrail finishes |
| Fireplaces                               |     | x     | Includes fireplace unit, vent stack, gas supply, connection, and electrical control  |
| Floor Finishes                           |     | x     | Includes all finishes above the concrete slab including carpeting, carpet padding, tile, wood or laminate flooring, subfloors, baseboard trim and baseboard finish   |
| Interior Doors                           |     | x     | Includes all interior doors, jambs, stops, casing and hardware, includes passage door between garage and living space but excludes garage door or exterior entry door on garage  |
| Interior Lighting Fixtures               |     | x     |  |
| Interior Furnishings                     |     | x     | Includes all cabinetry, shelving, appliances, vanities, mirrors, countertops, ceiling fans, window treatments and décor  |
| Plumbing fixtures                        |     | x     | Includes tubs, showers, toilets, sinks, faucets, drain piping connection, water supply connection and garbage disposal units   |

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| HVAC                        |     | x     | Includes furnace, vent stack, thermostat and wiring, evaporator unit and disconnect and condensate drain  |
| Air Distribution            |     | x     | Includes all supply and return ducts, registers   |
| Water Supply                |     | x     | Includes pipes outside the unit   |
| Electrical Supply           |     | x     | Includes wiring outside of the unit   |
| Gas Supply                  |     | x     | Includes pipes outside the unit   |
| Interior utility piping     |     | x     | Includes water, gas, and sanitary piping inside the unit  |
| Water Heater                |     | x     | Includes water heater tank, vent stack, water supply connections and gas or electrical connection   |
| Water Conditioner           |     | x     |   |
| Vent Ducts                  |     | x     |   |
| Electrical Service Panel    |     | x     | Includes the panel box and all breakers   |
| Branch Wiring               |     | x     | Includes all internal wiring through the breaker panel including wiring to the external building light fixtures up to the junction box on the external wall of the unit. Includes receptacles, light switches, wall plates and GFCI receptacles |
| Security System             |     | x     |   |
| Low Voltage Wiring Interior |     | x     | Includes television cable, internet, telephone and all other audio/video wiring   |
| Fire Detection              |     | x     | Includes smoke/fire detectors inside the unit   |