

## Maintenance Responsibility Chart for Sycamore Run Townhomes

ITEM	Owner	HOA
Any interior electrical, plumbing or structural item	√	
Decks repair, and staining		√
Streetlight Electricity and Maintenance		√
<b>Exterior Building Surfaces</b>		
Siding & Trim (cleaning, painting, repair)		√
All Exterior Doors (repair, replacement)	√	
Exterior Door Painting		√
Exterior Window Trim Frames and Encasements		√
Removal and Repair of Decaying Siding or Trim on Exterior Surfaces		√
Any costs associated with repairing or removing improper work done by owner without proper, board of directors, architectural approval (i.e. color change, unapproved storage shed, unapproved landscaping, etc.)	√	
Power washing of the exterior to prevent mold, mildew		√
Power washing of the driveway, curb and walk ways	√	
<b>Foundation/Structural Parts of Home</b>	√	
<b>Grounds/Landscape Maintenance</b>		
Damage to landscaping caused by owner or guests (i.e. tire marks on grass)	√	
Care and maintenance of grass, shrubs and trees	√	
Trimming of shrubs and trees to maintain a constant distance of at least 12" from siding and trim	√	
Care and maintenance of grass, shrubs and trees in common area B upon each owner's lot	√	
Grounds/Landscaping in common areas		√
6 x 6 lumber used for walkways, steps, flower beds, etc.	√	
Any Retaining Walls on homeowner property	√	
Any Retaining Wall on HOA property		√
Gutter cleaning, gutter repair, downspout repair and maintenance		√
Maintenance of HVAC Units and Feeder Lines	√	
Maintenance of Circuit Breaker Panels	√	
Exterior yard lights and fixtures on owner's property	√	
Mailbox Key Replacement	√	
Interior Household Insects	√	
Termite Control and Inspection		√
Ant Mounds	√	
Exterior Pest Problems such as deer, hornets, squirrels, snakes, etc	√	
Interior Pest Problems (i.e. birds, squirrels, mice, etc. in chimney, attic, crawl space, etc.)	√	
Driveway Maintenance	√	
Ice/Snow Removal from Driveways	√	
Ice/Snow Removal from Sidewalks	√	
Water and sewer lines	√	
Water Lines Damaged by HOA		√
Water lines from meter box to townhome	√	
Trash Collection	√	
Recycling	√	

## Maintenance Responsibility Chart for Sycamore Run Townhomes

<u>ITEMS (Continued)</u>	Owner	HOA
Dryer Vent Cleaning and Replacement	√	
Skylight repair and maintenance	√	
Roof Repair and Replacement		√

### Important Reminders to Townhome Owners:

**Architectural Requests** The board of directors approves architectural requests only from an aesthetic perspective and not from a building code, survey, or other such structural or technical context. All homeowners (and prospective homeowners) should check with their local governmental building or zoning department to ensure proper permission is obtained prior to adding any improvements or structures onsite. The board of directors recommends that any prospective homeowners inquire with their real estate agent as to what government office to contact to verify lot lines, building permits etc.

**Parking** Vehicles are not allowed to be parked on the right hand side (as you enter the neighborhood) of Mallard Court. Vehicles that are parked here will be towed.

**Garbage and recycling cans** All garbage and recycling bins are to be stored beside or behind each townhome and out of sight from the main road (Mallard Court) on non pick-up days.

### Important Contacts:

#### Property Manager:

Jim Herold, Email - [jim@casnc.com](mailto:jim@casnc.com), ph# 919-403-1400, ext. 1203, fax # 919-788-9735  
207 W. Millbrook Rd, Suite 110, Raleigh, NC 27609, [www.casnc.com](http://www.casnc.com)

#### Landscape Company

Williams Landscaping Services, Inc. Brad Williams, [bjwofwls@nc.rr.com](mailto:bjwofwls@nc.rr.com), 919-369-3364

#### Termite Company

Kil-Mor Pest Management, Phone: 1-800-454-5667, Fax: 919-477-3899  
<http://www.kilmorbugs.com/contactus.htm>

#### Street Light Company

Duke Energy, <https://www.duke-energy.com/north-carolina-business/outages/outdoor-lighting-repair-request.asp>

#### Insurance Company

Philadelphia Indemnity Insurance Company, 704-362-2992, 704-362-1997 (fax),  
Contact Carla Lazenby at 704-602-3806