

WESTON WOODS ON THE RIVER HOMEOWNERS' ASSOCIATION

c/o Omega Property Management
6901 E. Fish Lake Rd. #100
Maple Grove, MN 55369

MAINTENANCE SERVICE POLICY

In general, the common facilities which are available for use by all of the owners and residents are maintained by the Association at common expense. The individual owner is responsible for maintaining the property within the exterior walls of their townhome. However, some maintenance needs are not clearly defined or are left to the discretion of the Board. In the interest of clarity and fairness, the following maintenance/cost allocation guidelines have been adopted by your Board of Directors.

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
Grounds:			
1	Landscaped Areas Including Rock, Mulch, Edging, Fabric (does not include Plants); Grass	Maintain, repair, and replace.	Restore plants, landscaping and flower beds installed by the current or prior Owner(s) on the Common Elements, to lawn, natural area, or match other typical landscaping when those plants, landscaping and beds are no longer maintained by Owner.
			Install additional landscaping areas only after obtaining written approval from the Association. Maintain, remove and replace additional approved landscaping completed by the Owner or a previous Owner. Irrigate where Association's system does not cover or provide sufficient water on Lot.

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:	
2	Trees	Trim, maintain, remove, and replace trees located on the Common Elements on a Lot. Remove stumps of trees removed by Association from a Lot if accessible by a stump grinding machine.	None.	Install additional trees only after obtaining written approval from the Association. Water trees where Association's irrigation system does not provide sufficient water on Lot.
3	Shrubs & Landscaping	Trim all shrubs. Maintain, remove, and replace shrubs on the Common Elements or on the Lot.	Restore plants, landscaping and flower beds installed by current or prior owner(s) to lawn, natural area, or match other typical landscaping when plants, landscaping and beds are no longer maintained by the Owner.	Install additional shrubs only after obtaining written approval from the Association. Water shrubs, perennials, and annuals located on Lot if not covered by Association's irrigation system. Any plants or landscaping installed by the homeowner will require written approval from the Board via request.
4	Irrigation System & Meter Houses	Maintain, repair, and replace irrigation system and related components.	None.	Water lawn, shrubs and trees on Lot if not covered by Association's irrigation system.

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:	
5	Retaining Walls & Fences/Railings/Gates on Retaining Walls, including Window Wells	Maintain, repair, and replace; stain.	None.	None.
6	Private Streets, Parking Areas, Asphalt Walkways, Concrete Curbing	Maintain, repair, resurface, and replace. Plow and sand per contract.	Damage caused by Owner or Occupant, i.e., mechanical or petroleum products.	Remove snow from underneath and around parked vehicles.
7	Driveways, Including the concrete apron adjacent to the garage floor extensions past the door.	Repair, resurface, and replace. Plow per contract.	None.	Remove snow from driveway for snowfall amounts not covered by contract, and underneath and around parked vehicles. Sand/salt as needed.
8	Front Entry Stoops, Sidewalks	Maintain, repair, and replace. Shovel per contract.	None.	Remove snow from front entry stoops & sidewalks for snowfall amounts not covered by contract. Salt/sand as needed.
9	Entrance & Street Signs; Street Lights	Maintain, repair, and replace; change bulbs, provide electricity.	None.	None.
10	Storage Shed	Maintain, repair, and replace.	None.	None.
11	Walkway Security Lights	Maintain, repair and replace light fixtures and related wiring, replace bulbs, if originally installed or installed by Association.	None.	Maintain, repair and replace light fixtures and related wiring, replace bulbs, if installed by the Owner or a previous Owner.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
Building Exteriors:				
1	Foundation Footings, Walls	Concrete Footings Under the Garage Apron.	None.	This is part of the Unit maintained by the Owner. Paint foundation per Association standard.
2	Garage Exterior Light Fixtures	Maintain, repair and replace light fixtures.	None.	Clean, replace bulbs; maintain wiring and switches. Architectural approval is needed if installing fixture in new location or replacing existing, other than garage fixtures, that change the appearance.
3	Other Exterior Light Fixtures	None.	None.	Clean, change bulbs, maintain and replace fixtures, wiring and switches. Architectural approval is not needed if replacing fixture to match existing. Architectural approval is needed if installing fixture in new location or replacing existing, other than garage fixtures, that change the appearance.
4	Exterior Electrical Outlets	None.	None.	Maintain, repair, and replace.
5	Patios	None.	None.	Shovel snow, clean as desired. Maintain, repair, and replace after receiving architectural approval from the Association.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
6	Gutters, Downspouts and Rain Diverters	Maintain, repair, and replace. Clean gutters and downspouts. If included with siding or roof replacement, pay for in same manner as that project.	Replacement if done as part of a siding or roof replacement project.	Install additional gutters and diverters only after obtaining written approval from the Association.
7	Roofs	Maintain and repair, but not replace. Remove ice dams and snow only if causing leaks into building.	Replace roofs with cost assessed to Owners by means of a Special or Limited Assessment.	Report problems to Management Company.
8	Attic Ventilation	Repair and replace existing soffit and roof vents to allow for adequate air flow through attic. If included with siding or roof replacement pay for in same manner as that project.	Add additional roof or soffit vents or clear snow/ice from vents as needed to address any issues, including condensation and ice dams.	Clean soffit vents, ventilation chutes and roof attic vents as needed to provide adequate air flow through attic. Seal any bypasses into living areas. Add insulation if desired by Owner.
9	Skylights, Tubular Skylights, Powered Roof Vents	None.	Repair and replace.	Install only after obtaining written approval from the Association.
10	Siding & Related Trim,	Paint, resurface, caulk, tuckpoint and repair but not replace.	Clean, replace, siding and related components with cost assessed to Owners by means of a Special or Limited Assessment. Homeowner can opt to complete siding cleaning themselves.	Report problems to Management Company.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
11	Soffits, Fascia, Decorative Louvers	Paint, resurface, caulk, tuckpoint and repair but not replace.	Clean, replace, related components with cost assessed to Owners by means of a Special or Limited Assessment.	Report problems to Management Company.
12	Brick	Repair, tuckpoint, replace.	None.	None.
13	Doorbell System	None.	None.	Repair and replace.
14	All Exterior Doors (except Garage Doors), Sidelights	Caulk, paint, repair and replace siding trim, brick mold and kickboards only.	None.	Clean, repair and replace. Paint exterior doors and door frames.
15	Storm Doors	None.	None.	Clean, repair and replace. Install only storm doors approved by the Association.
16	Windows	None.	None.	Clean, repair and replace glass, screens, frames, and storm windows. Paint or stain and varnish interior surfaces and related trim. Maintain locks, rollers and weather stripping. Caulk exterior surfaces at building connections.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
17	Garage Doors	Paint, repair and replace garage door panels, exterior frames and trim due to normal wear and tear. Replace hardware only when completing full replacement of overhead garage door.	Repair physical damage to door panels and exterior frame and trim caused by vehicles or hardware operating problems.	Maintain, repair and replace weather stripping and all operating hardware, including tracks, rollers, hinges, springs, and operator, except when Association is doing full overhead door replacement. Maintain, repair, and replace opener, locks, and keypads.
18	Decks	None.	None.	Stain/paint, repair and replace entire deck assembly including footings. Clear snow and clean as desired. Receive architectural approval before making any changes.
19	Enclosed (Screened or Otherwise) Porches/Sun Porches	Maintain, repair and replace the various exterior surfaces to same extent as described herein for similar exterior surfaces of building, such as windows, siding, soffits, fascia, roofs, etc.	Maintain, repair and replace the various exterior surfaces to same extent as described herein for similar exterior surfaces of building, such as windows, siding, soffits, fascia, roofs, etc.	Maintain, repair and replace the various exterior surfaces to same extent as described herein for similar exterior surfaces of building, such as windows, siding, soffits, fascia, roofs, deck support posts, etc. Receive architectural approval before making any changes.
20	Awnings	None.	None.	Install only after obtaining written approval from the Association. Clean, repair, maintain, and replace.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
21	Support Posts for Front Entry Overhangs	Repair and replace only the metal wrap around support posts.	None.	Maintain, repair and replace.
22	Air Conditioner Condensing Unit, Pad	None.	None.	Maintain condenser unit, pad (including leveling) and all wiring, piping, disconnects and related equipment.
23	Roof and Wall Vents (bath, dryer, stove, radon vent, furnace combustion air and exhaust, etc.)	Maintain, repair, and replace external vent housings. If included with siding or roof replacement pay for in same manner as that project.	None.	Clean, repair and replace piping from fixture to external vent. Clean exterior vent screens and flappers. Keep dryer lint screen in place to minimize buildup.
24	Fireplaces & Exterior Venting	None.	None.	Clean, repair, and replace all components. Any exterior modifications require architectural approval from Association before completing work.
25	Chimney Caps	Paint, repair and replace	None.	None.
26	Utilities (sewer and water, gas, electric)	Repair and replace all pipes, wiring, valves, disconnects and related devices located outside the Dwelling. Any outside unplugging of the sewer line serving units.	None.	Unplug sewer line to point where it serves more than one Unit. (inside house)

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:	
27	Devices and Wiring for TV Antennas, Cable, Satellite Dishes, and Telephone Service	None.	None.	Install in accordance with Association guidelines. Remove equipment including cabling when no longer in use or when that is necessitated by Association maintenance activity, and reinstall/readjust.
28	Faucets	None.	None.	Repair and replace exterior faucets and related piping and valves. Winterize to avoid freeze up.
29	Address Numerals	Maintain & replace.	None.	None.
30	Mailboxes	Maintain, repair, and replace.	Replace lost/stolen keys.	Report problems to Management Company.
<u>Building Interiors:</u>				
1	Drain Tile	None.	None.	Repair and replace drain tile, sump pump and related discharge system.
2	Foundation Footings, Walls	None.	None.	This is a part of the Unit which is maintained by the individual Owner.
3	Concrete or Wood Sub-Flooring, Finished Flooring	None.	None.	This is a part of the Unit interior which is maintained by the individual Owner.

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
4 Roof Trusses, Sheathing, Attic Insulation	None.	None.	This is a part of the Unit which is maintained by the individual Owner. Ensure ventilation chutes are open and bypasses into living area are sealed. Add insulation if desired by Owner.
5 Wallboard, Paint, Ceiling Texture, Wallcovering, Other Decorating Finishes	None.	None.	All wallboard and decorating is part of the Unit interior and is the Owner's responsibility.
6 Wall Framing, Sheathing, Insulation	None.	None.	All walls are a part of the Unit interior and are maintained by the Owner.
7 Garage Floor (Which includes the portion extending past the garage door up to the driveway apron)	None.	None.	All garage floors are part of the Unit interior to be maintained by the Owner.
8 Utilities within the Dwelling (electric, gas, sewer and water, inside perimeter foundation walls)	Unplug sewer line if serving more than one Unit.	None.	All pipes and wiring serving only that Unit are a part of the Unit maintained by the Owner. Unplug sewer line if serving only one Unit.
9 Gas Fireplaces	None.	None.	Maintain, repair, and replace all components. Any exterior modifications require architectural approval from Association before completing work.

ITEM:		ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
10	Furnace, Heating Ducts, Hot Water Heater, Appliances	None.	None.	These are a part of the Unit interior and are the Owner's responsibility.
11	Plumbing and Electrical Fixtures, Switches, Outlets.	None.	None.	These are a part of the Unit maintained by the Owner. Maintain in good condition so that damage is not caused to neighboring Units or the Common Elements.
12	Smoke and Carbon Monoxide Detectors	None.	None.	Maintain and test regularly, change batteries.

Other Information:

1.	Refuse Collection	Contract for once-a-week pickup of household trash. (City provides recycling service.)	None.	Place trash and recyclables outside on the day of pickup. Return empty containers inside on the same day as pickup.
2.	Pest Control	Perform exterior pest eradication when deemed necessary by the Association.	None.	Interior eradication.
3.	Pets	None.	Repair of pet damage to lawns and shrubs, if not performed by Owner in a timely manner.	Immediate cleanup of feces from grounds.

ITEM:	ASSOCIATION RESPONSIBILITY:	ASSOC. RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
4. Insurance	Insure the real property as determined by the Board of Directors. Investigate and settle insurance claims.	Repairs to Units - pay deductible amount under Master policy as assigned by the Association.	Carry homeowners insurance (Form HO-6) to cover personal property and liability and potential Master insurance policy deductible. Contact Management Company to report a loss.

Any exterior or structural modification made without prior written approval of the Board of Directors will be subject to removal and/or the assessment of fines by the Association.

Damage to the Common Elements or any Unit as a result of the acts or omissions of a Unit Owner or the Association is the responsibility of the person causing the damage, or whose agents or invitees caused the damage.

In special circumstances, the Board of Directors reserves the right to assess solely to the benefited Unit Owner(s) the cost of maintaining the Common Elements or the Units, as provided in the Declaration, Section 6.5.

This Maintenance Service Policy is provided as a convenient, simplified means of communicating some important information to you. It neither affirmatively nor negatively amends or alters the provisions of the Association's Declaration or Bylaws or applicable Minnesota Statutes. In the event of any conflict among the provisions of this Policy and those documents mentioned, the documents shall control.