

## **Valley Pond Townhome Association** **Maintenance Program and Policy**

### **1) Maintenance Responsibilities:**

#### **a) By the Association:**

- 1) Responsible for the following six major maintenance items: basic lawn care, snow plowing, insurance, re-shingling, painting, and sealcoating of driveways.
- 2) Responsible for creating a maintenance committee.
- 3) Responsible for creating a detailed maintenance budget that includes the six maintenance items listed above. The budget should clearly outline the future financial obligations so the Board of Directors can construct an appropriate financing plan. Monthly assessments are used to cover the six major maintenance items.

#### **b) By the Homeowner:**

- 1) Budgets do not include any maintenance items apart from the six major areas listed above. All other maintenance items will be assessed to or completed by the individual homeowner.

### **2) Maintenance Committee:**

#### **a) Structure:**

- 1) Three individuals (may or may not be Board members) with one member selected as chairperson. Terms will last a minimum of one year.
- 2) The six major maintenance items will be divided into three groups with one individual in charge of each group.
  - Group One: Exterior Painting and Re-shingling
  - Group Two: Insurance and Sealcoating
  - Group Three: Snow removal and Lawn Care

#### **b) Duties:**

- 1) Responsible for managing the six major maintenance areas listed above. This includes selecting quality contractors, drafting contracts, and overseeing maintenance projects.
- 2) Semi-annual maintenance assessment of grounds and buildings taking place during each spring and fall.