

# Mallard Landing Homeowners Association (MLHOA)

## Maintenance Matrix

Item Description	Owner	Association	Comments
STRUCTURAL			
Roofs		X	MLHOA is responsible for roof repairs and the replacement of roofs to be paid from the Association's Reserve Fund.
Chimneys	X	X	Owners are responsible for cleaning and maintenance of the chimney interior as may be needed. MLHOA is responsible for the flashing around the chimney, considered a part of the roof.
Gutters & Downspouts	X	X	MLHOA is responsible for repairs and replacements. Cleaning, as needed, is the responsibility of the Owner.
Siding	X		Owners are responsible for routine cleaning of siding, as well as painting, repair, and replacement.
Windows	X		Owners must repair and replace all windows as needed or desired (MLHOA approval required for replacement).
Shutters		X	MLHOA is responsible for repairs and regularly-scheduled painting as part of the community painting project.
Front Doors	X	X	Owners must repair and replace front doors as needed or desired (MLHOA approval required for replacement). MLHOA is responsible for regularly-scheduled painting.
Rear Doors	X		Owners must repair and replace the unit's rear door as needed or desired (MLHOA approval required for replacement).
Storm/Screen Doors	X		Owners must install, repair, and replace storm or screen doors as needed or desired (MLHOA approval required for installation or replacement)
Garage Doors	X	X	Owners must repair and replace the garage door as needed or desired (MLHOA approval required for replacement). MLHOA is responsible for regularly-scheduled painting as part of the community painting project, which includes the trim around the door.
Front Porches	X	X	Owners are responsible for routine cleaning and repair of porches and repair or replacement of the sidewalks and steps leading to the porches. MLHOA is responsible for regularly-scheduled painting of the porch trim as part of the regularly-scheduled painting project.
Rear Decks	X		Owners are responsible for maintenance, repair, and replacement of rear decks and all deck features. MLHOA requires that Owners keep their rear decks well-maintained, such that pressure washing and staining is suggested annually.

Item Description	Owner	Association	Comments
STRUCTURAL (CONT'D)			
Rear Patios	X		Owners are responsible for maintenance, repair, and replacement of rear patios. MLHOA requires that Owners keep their rear patios well-maintained, such that annual pressure washing and sealing is suggested.
Exterior Light Fixtures	X	X	MLHOA is responsible for the replacement of gas lamp-post mantles only. Owners are responsible for the maintenance and replacement of the gas line and lamp post pole and fixture. Owners are responsible for all aspects of porch lighting fixtures.
Driveways	X		Owners are responsible for the maintenance and replacement of their driveway. Owners are required to maintain the driveways through seal coating, crack filling, and resurfacing as may be needed. MLHOA suggests seal coating every odd-numbered year by August 31st.
Parking Pads		X	MLHOA is responsible for the maintenance and replacement of guest parking pads, which does <u>not</u> include snow removal.
Retaining Walls	X		Owners are responsible for any repairs or replacements of retaining walls on their property.
UTILITIES & PLUMBING			
Water and Sewer Lines	X		Owners are responsible for the lines that serve their Unit from the provider's main line to the output within their Unit.
Electric Lines	X		Owners are responsible for the lines that serve their Unit from the provider's main line to the output within their Unit.
Gas Lines	X		Owners are responsible for the lines that serve their Unit from the provider's main line to the output within their Unit.
Cable Lines	X		Owners are responsible for the elective installation of cable service (MLHOA approval required if wires are to be hung on the building exterior rather than buried).
Satellite Dishes	X		Owners are required to submit request for addition of a satellite dish to the property (MLHOA approval is required prior to installation in any location).

Item Description	Owner	Association	Comments
LANDSCAPING & GROUNDS			
Trees and shrubs	X	X	Owners are responsible for the maintenance, removal, and replacement of trees, shrubs, flowers, and other plants on their properties. MLHOA reserves the right to require the pruning or removal of trees. MLHOA landscape contract provides for pruning of shrubs twice per year.
Grass Cutting		X	MLHOA will provide grass cutting to Common Areas and Unit yards. Owners are asked to keep yards free of items which would encumber mowing.
Mulching and Bed Maintenance	X	X	MLHOA is responsible for edging and mulching beds on all sides of the Unit, included in the landscape contract. Weeding or fertilizing in the beds is the responsibility of the Owner.
Fertilization	X	X	MLHOA includes several rounds of lawn fertilization and weed/crabgrass prevention in the landscape contract. Owners are permitted to perform additional treatments on their properties if they desire.
Pest Control	X		Owners are responsible for all forms of pest control as may be needed on their property.
Pond		X	MLHOA maintains all aspects of the pond, including the wooden dock and fountain. The pond receives treatments throughout the season.
OTHER			
Snow Maintenance	X		Owners are responsible for weather maintenance of their sidewalks and driveways.
Storm Drains			Hampton Township is responsible for storm drain maintenance.
Mailboxes	X	X	MLHOA will maintain and replace mailboxes as needed. Owners are responsible for lost keys and broken locks, to be performed by the Gibsonia post office.
Community Painting		X	MLHOA is responsible for painting all wooden trim on the Units, such as door and window framing, garage door, front door, shutters, fascia, front porch. The project is to be paid from the Association's Reserve Fund.

# MLHOA Maintenance Schedule for Owner Responsibilities

Item	Description	Years Recommended			
Decks and Patios	Decks should be maintained by pressure washing and staining as needed. Stain in a shade of brown is required, and other colors such as red or gray are not permitted. This should be completed on recommended years no later than August 31st.	2018	2019	2020	2021
Driveways	Driveways are to be crack filled and sealed. As the driveway reaches the end of its life span, Owners will be required to replace or resurface as needed. This should be completed on recommended years no later than August 31.	2018	2019	2020	2021
Siding	Every year, Owners are expected to inspect their siding for mold, discolorations, and loose pieces for cleaning and/or repair. Cleaning should occur annually to remove mold build-up. Owners are required to paint the siding as needed during its lifespan (it is aluminum and the paint will wear off with annual cleanings).	2018	2019	2020	2021
Front and Rear Beds/Planting Spaces	Throughout the “green season” Owners are responsible for removing weeds from the beds around their Units. No overgrown trees, plants, or weeds will be tolerated.	2018	2019	2020	2021

## How to ensure your property is in compliance:

- The management company will perform a spring inspection, and Owners with failing driveways, visibly damaged/faded/molded siding, unstained decks, or overgrown plants will receive notices that the item is not in compliance with maintenance standards. Essentially, the Owner has the entire summer (until August 31) to bring the property into compliance to avoid violations and potential penalties.
- Sometimes it is not necessary to perform the maintenance item at the suggested frequencies above. For example, if an Owner purchases a high-quality “five-year” stain, it will likely not need to be redone every-other-year. Owners are encouraged to use their best judgement; if the deck looks clean, treated, and well-maintained, it will probably not receive a letter of noncompliance calling for the deck to be restained.
- Please carefully consider when the basic maintenance is “not enough”, and it is time to replace or seriously upgrade a facet of the property. Owners should not rely of crack-filling and seal coating a driveway that needs be replaced. Additionally, siding on many of the Units should be repainted within the next several years.