



Wesley Place Homeowners Association

Request for Repairs or Maintenance

The Wesley Place Homeowners Association (WPHA) is responsible for the repair and maintenance of specific areas on the exterior of a homeowner's residence. Those specific areas are contained in the Association's Declaration of Covenants, Conditions, and Restrictions (DCCR), its By-laws, and the Exterior Maintenance Rules and Regulations contained in its "Resident Information" booklet. Over time, the Board of Directors has reviewed the DCCR and By-Laws and pursuant to its authority has provided clarification, interpretation, and policies as to what constitutes Association or homeowner responsibility for exterior repair and maintenance.

See reverse side of this form for a generalized list of responsibility for various repairs, replacement and maintenance.

Name:	Date:
Address:	Phone:

Email:

Description of Problem(s). Please be specific and list each item separately.

**EMERGENCIES ARE CONDITIONS OF IMMINENT THREAT TO LIFE OR PROPERTY.
CALL THE MAINTENANCE COMMITTEE CHAIRPERSON IF YOU HAVE A MAINTENANCE EMERGENCY**

Owner(s) Signature(s):

////////////////////////////////////// **For Maintenance Committee Use Only** //

Date Received:	Cat 1: Further damage is probable if not repaired ASAP. Cat 2: Further damage is possible, but not imminent. Cat 3: No imminent threat of further damage, repair as time and funds permit.	W. O. #:
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Cat 1-Damaging Property	Cat 2-Repair as soon as possible	Cat 3-Routine maintenance
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COMMENTS:

Work Assigned to:	Date:	Estimated Completion Date:
Estimated Cost Material:	Estimated Cost Labor:	Estimated Total Job Cost:
		Actual Job Cost:

Date Homeowner Notified of Estimated Completion Date:

Maintenance Committee Chairperson Name & Signature:	Date:
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Request for Repairs or Maintenance

RESPONSIBLE PARTY FOR REPAIR AND MAINTENANCE ¹

WPHA Responsibility ²	Homeowner Responsibility
<p>All grounds and Common Area maintenance and repair.</p> <p>Chimney care including flashing, exposed flue and siding.</p> <p>Decks and patios and their fences or dividers – staining or painting. *</p> <p><u>Existing</u> doors: Exterior of entrance door and trim (excluding storm door) will be painted during scheduled painting cycle. WPHA will repaint front exterior door the existing color unless resident has approval from ACC for a change in color.</p> <p><u>Existing</u> Windows: WPHA not responsible for any glass surface. WPHA will caulk, paint and repair vertical exterior trim, when possible, but cannot replace window sills or frame if they are an integral part of the window unit kit. ^</p> <p>Drainage – above ground natural^^</p> <p>Exterior surfaces (i.e. siding, brick, masonry) unless otherwise noted.</p> <p>Gutters and downspouts. WPHA will clean gutters and downspouts once annually.</p> <p>Insect (<u>other than termite</u>) damage. Damaged bottom siding boards regardless of cause.</p> <p>Lights – street and entrances.</p> <p>Roads, driveways & walks – currently only repairing for safety reasons.</p> <p>Roof repair and replacement.</p>	<p>Tree & shrub removal & replacement on property. Mulching rear beds and first time for new beds.</p> <p>Chimney interior care and cleaning and animal removal (includes attic and crawl space).</p> <p>Decks, patio and their fences/dividers repairs, improvements or replacement. * First time stain or paint for new areas. Resurfacing deck/patio.</p> <p><u>Replacing</u> garage and exterior doors (WPHA will paint). ^ Owner paints new window units (sashes, frames and trim which are part of the unit kit). Weather stripping, storm doors, screens. All glass surfaces.</p> <p>^^ Drainage problems that existed when owner bought property, or when earlier attempts to correct problem have been unsuccessful.</p> <p>Prime and paint (first time) any new addition or owner desired change (e.g. windows) of the unit’s exterior.</p> <p>Gutter screens. Installing larger gutters or down- spouts <u>unless</u> old ones damaged through fair wear and tear.</p> <p>Termite damage <u>other than</u> bottom wood board which WPHA will replace regardless of cause.</p> <p>Lights – all other exterior lighting on property.</p> <p>Repairing (other than safety reason) or resurfacing walks & driveways.</p> <p>Roof on new addition that is within 5’ of where new roof joins existing roof or other structure for 5 yrs from construction completion.</p> <p>Sprinkler system. Electric, water, sewer, gas or cable lines on property.</p>

¹ Issues of exterior maintenance, repair or replacement not specifically addressed herein or in the DCCR, By-Laws, etc. will be addressed on a case-by-case basis through the Maintenance Committee Chairperson to the Association’s Board or Directors. Appeals of decisions made by the Maintenance Committee may also be addressed to the Associations Board of Directors.

² Provided the need for such repair or replacement is not the result of negligence (See Art VII, Pa6, DCCR).