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. #:**

	Cat 1-Damaging Property		**Cat 2-Repair as soon as possible**		**Cat 3-Routine maintenance**

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:**

Revised October 12, 2026

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RESPONSIBLE PARTY FOR REPAIR AND MAINTENANCE [1]

Component	WPHA Responsibility [2]	Homeowner Responsibility
Common Area Structures and Grounds	All common area maintenance, repairs, and replacements.	No responsibility.
Drainage	Above ground natural drainage.	Drainage problems that existed when owner bought property, or when earlier attempts to correct problems have been unsuccessful.
Decks	Decks, including floors, knee walls, and bannisters, will be stained or painted on the regularly scheduled painting cycle.	Installation, repairs, or replacement of all components and associated staining and painting. First time stain or paint for new areas approved by the ACC. Re-stain or repaint deck floors as needed.
Fences	Staining or painting on the regularly scheduled painting cycle.	Repairs. ACC approval required for installation or modification.
Garage Doors	Painting new garage doors and painting in the regular cycle.	Repair or replacement of garage doors. ACC approval required.
Exterior Entrance Door	WPHA will paint the exterior and trim during regular painting cycle.	Color changes must be requested from ACC.
Storm & Screen Doors	WPHA will paint a new door the WP trim color. Will be repainted on cycle.	Installation requires ACC approval.
Windows	WPHA will caulk, paint and repair vertical exterior trim, when possible, on the regular painting cycle.	All glass surfaces and any part of the kit or frame encasing such surfaces. Owner paints new window units as approved by the ACC.
Exterior Surfaces, except Fascia, Soffits, & Roofs	Repair and replacement of exterior surfaces, such as siding, brick, and masonry.	Fully complete ACC approved additions, including priming, painting, or staining.
Exterior Surfaces—Fascia and Soffits	Repair and replacement.	Ensure that gutter defects do not cause fascia or soffit damage. See note[3].
Roofs	No responsibility.	Roof repair and replacement. ACC approval required for replacement.
Gutters and Downspouts	Cleaning gutters and downspouts (except where gutter guards are present) at least once annually.	Maintain gutters, downspouts, and gutter guards. Additional gutter cleanings. ACC approval required for replacement.
Chimneys	**Exterior** care includes flashing, exposed flue and siding.	**Interior** care and cleaning and animal removal (includes attic and crawl space).
Critter Removal (squirrels, skunks, raccoons, birds, etc.)	Repair exterior damage caused by critters, once critters are removed.	Remediation and/or removal critters that have entered through locations other than chimneys.
Insect Damage	Insect damage (other than termite). Damaged bottom siding boards regardless of cause.	Termite damage other than bottom wood board which WPHA will replace regardless of cause.
Lighting	Streetlights and entrances.	All exterior lighting on homeowner's property.
Sidewalks and Driveways	Repairs for safety reasons only.	Repair or resurfacing sidewalks & driveways (other than safety reasons).
Concrete Porches and Patios	No responsibility.	Seal, repair, and replace.
Underground Utilities and Communications	Underground electrical lines that energize the streetlights and other common property lights.	Sprinkler systems. Other home utility lines not maintained by the utility company.

[1] Exterior maintenance issues not specifically addressed herein should be directed to the Maintenance Committee. Appeals of decisions of the Maintenance Committee may be made to the Association's Board of Directors.

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

[3] If defective gutters caused fascia or soffit damage, then the gutters must be repaired at the owner's expense. If the homeowner uses HOA Management for the repairs, they will be billed via HOA Management's accounting system.