

BEAVERDAM RUN CONDOMINIUM ASSOCIATION
One Stony Ridge – Asheville, NC 28804

**BUILDING MAINTENANCE POLICY
AND
GUIDELINES**

Effective January 1, 2011

(With subsequent revisions applied through 3/30/2023)

Note: If there are any discrepancies between this document and the *Declaration of Beaverdam Run Condominium (Declaration)* and *Bylaws or Rules and Regulations*, the *Declaration*, *Bylaws* and the *Rules and Regulations* will prevail, in that order.

This policy supersedes all previous building maintenance policies and bulletins.

DEFINITIONS

Association / BRCA

The organization formed by the *Declaration* to manage Beaverdam Run's affairs: the Beaverdam Run Condominium Association (BRCA).

Board (Board of Directors)

The team of volunteers elected to govern the Association.

Building

An entire residential structure composed of two or three connected Units.

Common Building

Any one or all of these structures: Clubhouse, Gazebo/Stairs (between the Gazebo and the Clubhouse), Log Cabin, Maintenance Shed, and Shelter at Entry Gate. The Gazebo is where mail is retrieved.

Common Elements

All portions of the Condominium other than the Units and includes all parts of the Condominium located outside the boundaries of the respective Units.

See *Declaration*: Sections 3.6 and 5.

Contractor

A person or company (preferably with a formal contract) hired by BRCA to perform specific tasks. Examples: Maintenance Contractor, Staining Contractor

Limited Common Elements

A portion of the Common Elements allocated for the exclusive use of one or more *but fewer than all* of the Units. This includes all parts of the buildings which form the individual Unit but which are not part of the Unit (including, but not limited to, foundations, footings, framing, roofs, exterior surface materials, doorsteps, stoops, decks, entries, patios, driveway pad, and concrete walkways serving individual Units). See *Declaration*: Sections 3.13 and 6.

Owner

The person recorded as the legal owner of a Unit.

Preventive Maintenance Inspection (PMI)

A scheduled inspection of Buildings and Common Buildings used to determine which repairs might be necessary.

Resident

The person living in a Unit. A Resident may be an Owner, a renter, or anyone else living in the Unit.

DEFINITIONS

Unit

The physical portion of the Condominium designated for separate ownership. See *Declaration*: Sections 4 and 12.5.

Unit Folder

The Unit Folder contains a Unit's Alteration Requests and other correspondence. This folder is in a locked file cabinet in the BRCA Office in the Clubhouse.

Vents and Vent Components

There are a variety of vents and vent components that may be found on a Unit's roof or an exterior wall, each with a specific purpose:

Vent Boot	A type of Flashing that is placed over a circular Vent to prevent water from entering a Unit's attic.
Duct	A rigid or flexible tube used to convey air, liquid or light between a Fixture and an exterior wall or the roof.
Exhaust Vent Fan	A type of Vent that expels air from a Unit, usually assisted by a Fan. A type of Fixture that draws or expels air. Examples: bathroom Fan, stovetop Fan, heat lamp, circulation Fan.
Fixture	A device that is attached to a Duct within a Unit. Examples: bathroom Fan, toilet, stovetop Fan, ceiling portion of a Sun Tunnel.
Flashing	A strip of metal used to stop water from penetrating the junction of a roof or wall.
Gable Vent	A type of Vent (without ductwork) that is located on an exterior wall near a roof peak that ventilates a Unit's attic. Made of the same type of wood used for a Unit's siding.
Intake Vent	A type of Vent that allows air to enter a Unit. Example: gas furnace or gas water heater.
Plumbing Vent	A type of circular plastic Vent found on a roof that allows plumbing gases to escape and promotes drain flow by drawing air inward.
Ridge Vent	A type of Vent (without ductwork) located along a roof peak that helps ventilate an attic.
Soffit Vent	A type of Vent (without ductwork) located under the roof eaves that helps ventilate an attic.
Vent	An opening that allows air into, or out of, a Unit. Generally, the entire set of components (Fan, Fixture, Duct, Vent Cap) that allow this to happen.
Vent Cap	The metal or plastic portion of a Vent, usually with a set of louvers or a screen, which is attached to the external end of a Duct at the roof or wall. May include some type of integrated Flashing.

TABLE OF CONTENTS

1	Overview.....	1-1
2	BMC Charter.....	2-1
3	Responsibilities.....	3-1
3.1	Owners and Residents.....	3-1
3.2	Association.....	3-1
4	Record Keeping Requirements.....	4-1
4.1	Unit Folder.....	4-1
4.2	Building Maintenance Request (BMR) Log.....	4-1
4.3	Re-Roofing Log.....	4-1
5	Violations.....	5-1
6	BMC Practices.....	6-1
6.1	Routine Unscheduled Maintenance (BMR).....	6-1
6.1.1	Resident Away for Extended Period.....	6-1
6.1.2	Accessing the Unit During Resident’s Absence.....	6-1
6.1.3	Selling a Unit.....	6-1
6.2	Emergency Maintenance.....	6-2
6.3	BMR Prioritization.....	6-2
6.4	Alteration Request (AR).....	6-3
6.5	Gutter Cleaning.....	6-4
6.6	Community Communications.....	6-4
6.7	Staining Unit Siding and Foundation.....	6-6
6.8	Deck Safety Screen Removal During Staining.....	6-6
6.9	Budgets.....	6-6
6.10	How to Handle Disagreements.....	6-6
7	Scheduled Maintenance Cycles.....	7-1
8	Policies.....	8-1
8.1	General.....	8-1
8.1.1	Building Maintenance Requests.....	8-1
8.1.2	Resident Acknowledgment.....	8-1
8.1.3	Resident Notification of Pending Work.....	8-1
8.1.4	Contractor’s Working Hours.....	8-1
8.1.5	Disposal of Contractor’s Debris.....	8-1
8.1.6	Contractor’s Equipment Storage.....	8-1
8.1.7	Substandard Work by Contractor.....	8-2
8.1.8	Use of a Unit’s Water.....	8-2
8.1.9	Damage to a Unit.....	8-2
8.1.10	Maintenance at Resident’s Convenience.....	8-2
8.1.11	Other Committees’ Maintenance Responsibilities.....	8-3
8.1.12	Insurance Claims.....	8-3
8.2	Decks.....	8-4
8.2.1	Minor Issues.....	8-4
8.2.2	Cracked Boards.....	8-4
8.2.3	Staining at Resident’s Convenience.....	8-4
8.2.4	Sanding Decks is Prohibited.....	8-4
8.2.5	Railings and Pickets.....	8-4
8.2.6	Deck Safety Screens.....	8-4

TABLE OF CONTENTS

8.2.7	Cleaning Dirt and Mildew	8-5
8.3	Front Entries.....	8-6
8.3.1	Accumulation of Water on Entries	8-6
8.3.2	Accumulation of Water on Walks.....	8-6
8.3.3	Cleaning Dirt and Mildew	8-6
8.3.4	Entry Steps.....	8-6
8.3.5	Entry Railing.....	8-6
8.3.6	Step Separation from Entry.....	8-6
8.3.7	Cracks in Entry Walks	8-7
8.3.8	Entry Walk Replacement	8-7
8.3.9	Stucco on Vertical Entry Faces.....	8-7
8.3.10	Entry Stone Surface	8-7
8.4	Roofs.....	8-8
8.4.1	Leaks.....	8-8
8.4.2	Shingles.....	8-8
8.4.3	Plywood Sheathing Problems	8-8
8.4.4	Roof Replacements and Repairs.....	8-8
8.4.5	Roof Penetrations.....	8-8
8.5	Gutters.....	8-9
8.5.1	Gutters, Downspouts and Drain Lines.....	8-9
8.5.2	Owner-Installed Gutters.....	8-9
8.5.3	Gutter Screens.....	8-9
8.6	Siding.....	8-10
8.6.1	Minor Issues.....	8-10
8.6.2	Structural Integrity Conditions	8-10
8.6.3	Refinishing a Repaired Area.....	8-10
8.6.4	Woodpecker Damage.....	8-10
8.6.5	Carpenter Bees.....	8-10
8.6.6	Termites	8-11
8.6.7	Carpenter Ants	8-11
8.6.8	Gable Vents and Screens	8-11
8.7	Windows and Doors.....	8-12
8.8	Crawl Spaces and Basements.....	8-12
8.8.1	Water and Moisture.....	8-12
8.8.2	Foundation Air Circulation Vents.....	8-13
8.8.3	Ruptured Water Pipes	8-13
8.8.4	Exhaust or Intake Vents.....	8-13
8.8.5	Insulation and Vapor Barrier	8-13
8.8.6	Air Conditioning Condensate Drain	8-13
8.8.7	Concrete/Block Piers and Lally Columns.....	8-13
8.9	Surface Water.....	8-14
8.10	Attic.....	8-14
8.10.1	Air Circulation Vents.....	8-14
8.10.2	Exhaust or Intake Vents.....	8-14
8.10.3	Plumbing Vents.....	8-14
8.10.4	Firewall between Units	8-14

TABLE OF CONTENTS

8.10.5	Insulation.....	8-14
8.10.6	Roof Structure.....	8-14
8.11	Electrical Fixtures and Lights.....	8-15
8.12	Floor Joists.....	8-15
8.13	Chimney and Garage.....	8-15
8.14	Concrete Slabs.....	8-15
8.14.1	Air Conditioner or Heat Pump.....	8-15
8.14.2	Patio.....	8-15
8.15	Hose Bibs and Frozen or Ruptured Pipes.....	8-16
8.16	Mailboxes.....	8-16
8.17	Driveways and Roads.....	8-16
8.18	Pest Control.....	8-16
8.19	Owner Installed Walkways (to Rear or Lower Level).....	8-17
9	Specifications.....	9-1
9.1	Common Alteration Items.....	9-1
9.1.1	Tubular Skylights.....	9-2
9.1.2	Front Door Knocker.....	9-3
9.1.3	Front Entry Railing.....	9-4
9.1.4	Front Entry Storm/Screen Door.....	9-5
9.1.5	Deck Awning.....	9-6
9.1.6	Deck Gates.....	9-7
9.1.7	Deck Safety Screens.....	9-8
9.1.8	Garage Doors.....	9-9
9.1.9	Gas Furnace and Water Heater Venting.....	9-10
9.1.10	Bathroom Exhaust Venting.....	9-10
9.1.11	Front Entry and Deck Lighting.....	9-11
9.2	Common Alteration Items.....	9-14
9.2.1	Planters.....	9-14
9.2.2	Windows.....	9-15
9.2.3	Patio Doors.....	9-15
9.2.4	Front Entry Door and Other Windowless Doors.....	9-16
9.2.5	Screens for Patio and Sliding Doors.....	9-16
9.2.6	Light Globes.....	9-16
9.2.7	Entry Steps.....	9-17
9.2.8	Walkways / Paths.....	9-17
9.2.9	Deck Stairs.....	9-17
9.2.10	Expanded Patios.....	9-17
9.3	Stains and Paints.....	9-18
9.3.1	Deck Stain.....	9-18
9.3.2	Siding Stain.....	9-18
9.3.3	Foundation Stain.....	9-18
9.3.4	Paint for Non-Wood Areas.....	9-18
9.3.5	“Beaverdam Brown” Color Formula.....	9-18
10	Roof Replacement Criteria.....	10-1
11	Forms.....	11-1
11.1	Building Maintenance Request (BMR).....	11-1

TABLE OF CONTENTS

11.2	Alteration Request (AR)	11-1
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1 OVERVIEW

Beaverdam Run is one of the premier condominium communities in the Southeast. Located on 115 acres of valley and mountainside land near the headwaters of Beaverdam Creek, and nestled in the foothills of the Great Craggy Mountains located between the Blue Ridge and Smoky Mountains, Beaverdam Run Condominium Association (BRCA) contains 136 condominium Units in 66 Buildings. Also included are a Clubhouse, an historic Log Cabin, Maintenance Sheds and various other structures.

Maintenance responsibility is shared between the Unit Owner and BRCA. Each Unit Owner has the obligation to maintain and keep in good repair all portions of that Owner's Unit. The Association's Building Maintenance Committee (**BMC**) has the responsibility, as a common expense, to maintain all of the condominium property not required to be maintained by an Owner. These responsibilities are described in the *Declaration of Beaverdam Run Condominium (Declaration)*, *Bylaws* (part of the *Declaration*) and the *Rules and Regulations*. When the above documents fail to provide explicit guidance, the Board issues maintenance policies and guidelines to be implemented by the BMC.

The Association's Board of Directors hires one or more professional Contractors to provide building maintenance. These Contractors perform their work under the direction of the BMC.

In addition to completing work requests from Residents and Owners, the BMC also ensures that necessary maintenance and preventive measures are taken to sustain the Association's structures and maintain the beauty of Beaverdam Run.

The intent of this document is to record all maintenance policies so they can be applied in a consistent manner over time.

This document and all BMC-related forms are also available on the Association's website (www.beaverdamrun.org).

2 BMC CHARTER

The Building Maintenance Committee is responsible for ensuring that all of the Condominium structures are properly and regularly maintained. Building maintenance is limited to those components for which the Association is responsible. To that end, the BMC performs the following functions:

- Maintains the portions of all Buildings for which the Association is responsible
- Performs interior maintenance of Common Buildings when requested by the responsible committee (Common Buildings are treated like Units, i.e. windows, exterior doors, electrical fixtures, lighting and all interior repairs are charged to the Common Building's budget)
- Adjusts Building Maintenance budgets, recognizing the continuing need to maintain our structures as they age
- Detects and prioritizes potential maintenance issues in advance of their becoming serious problems
- Completes repair requests in a timely manner, with safety and structural issues receiving priority
- Coordinates maintenance with the appropriate Contractor(s) or other BRCA Committees, as necessary
- Assists the community in maintaining architectural harmony by using standard methods and materials during maintenance activities
- Proposes expenditures for the annual Building Maintenance budget
- Maintains a record of work performed
- Recommends the maintenance schedules/cycles used throughout the community
- Recommends the maintenance processes used throughout the community

3 RESPONSIBILITIES

3.1 Owners and Residents

Owners and Residents will comply with the *Building Maintenance Policy and Guidelines* as described in this document, the *Declaration* (including the *Bylaws*) and the *Rules and Regulations*.

Owners and Residents are responsible for taking necessary steps and exercising reasonable precautions to avoid and prevent freezing of pipes and fixtures in the Units and Limited Common Elements. This especially means removing any item attached to an outside faucet (hose bib) **prior** to the onset of below-freezing temperatures. See *Declaration*: Section 12.5 (e).

Owners and Residents will refrain from directing those who work for a Contractor performing Association tasks, so that the Contractor's crew can proceed with their work without interruption.

Owners are responsible for all maintenance, repairs, modifications and improvements to their Unit. See *Rules and Regulations*: Maintenance.

Owners have the obligation and duty to maintain and keep in good repair all portions of the Unit. See *Declaration*: Section 12.5, Maintenance Responsibility and Section 4.2, Unit Boundaries.

Owners are responsible for maintenance, repair, modification and replacement of alterations made to a Unit or the Limited Common Elements (e.g., front entry railing). See *Rules and Regulations*: Alterations.

Owners shall deposit a key to the Unit with the Association Secretary for emergency purposes. See *Declaration*: Section 10.5, Emergency Entry.

3.2 Association

The Association shall maintain and keep in good repair, as a common expense, all of the Condominium Property not required to be maintained and kept in good order by an Owner.

The Association is responsible for all necessary maintenance, repairs, alterations and modifications of the Common Elements and portions of the Limited Common Elements. See *Rules and Regulations*: Maintenance.

The Association will comply with the *Declaration* and the *Building Maintenance Policy and Guidelines* as described in this document.

Except to the extent that the Association's insurance covers any damage or loss, the Association shall **not** be responsible for any maintenance or repair to the interior of any Unit. See *Declaration*: Section 12.5, Maintenance Responsibility.

4 RECORD KEEPING REQUIREMENTS

4.1 Unit Folder

Each Unit has a folder held by the Association that contains correspondence and Alteration Requests relevant to the Unit. Unit Folders are kept in the Association's office in a locked, limited-access filing cabinet. An Owner may peruse the Unit Folder as long as a member of the Board is present.

Building Maintenance Requests are no longer saved in the Unit Folders. BMR information from 2007 onward is kept in the BMR History Log and may be requested in writing (BMC Chair, One Stony Ridge, Asheville, NC 28804) or by email (BRCA.BMC.Chair@gmail.com).

4.2 Building Maintenance Request (BMR) Log

The Building Maintenance Request (BMR) Log is a spreadsheet containing information about each BMR processed during the current year, including location, description, Contractor assigned, date repaired, cost of the repair and various statistical information. Other building maintenance information includes expenses (e.g., staining, Preventive Maintenance Inspections, gutter cleaning, etc.), summary information and budget variances are also kept in the BMR Log.

Historical copies of the BMR Log are kept electronically. This information is backed up at regular intervals.

BMR information from 2007 onward may be requested in writing (BMC Chair, One Stony Ridge, Asheville, NC 28804) or by email (BRCA.BMC.Chair@gmail.com).

4.3 Re-Roofing Log

The Re-Roofing Log is a spreadsheet containing information about re-roofing activity:

- History of every roof, age, when it was replaced, roofing company used, shingle type and statistics about roof life
- Evaluation of roofs considered for replacement
- History of re-roofing expenses and roof sizing that will help predict re-roofing costs
- Re-roofing expenses for the current year
- Shingle inventory tracking

Historical copies of the Re-Roofing Log are kept electronically. This information is backed up at regular intervals.

5 VIOLATIONS

The Board of Directors may take action against any Owner or Resident who violates these policies. The cost of remedying a violation will be charged to the Owner and/or Resident with penalties as provided for in the *Declaration* or *Rules and Regulations*.

For example, the Association may impose fines for violation of freeze prevention measures on a daily or per occurrence basis in accordance with the *Declaration*.

6 BMC PRACTICES

6.1 Routine Unscheduled Maintenance (BMR)

When a Resident discovers a non-urgent problem that may require the Association to make a repair, the Resident can submit a Building Maintenance Request (BMR). The BMR can be sent electronically through the community application, Condo Control Central. By selecting the “Request” on the Condo Control home page you can begin the process.

Once the Request is received by the Building Maintenance Committee, the Resident will receive an acknowledgment. The Committee will review the Request, and if approved they will assign a reference number that can be used by the Resident if further discussion is required. Once the Maintenance Contractor has completed the requested repair, a survey will be sent to the resident.

If the BMR is not approved, the Resident will receive a communication indicating the reason for the decision. The Resident may appeal to the Board of Directors if the Resident disagrees with the decision.

All BMRs (approved, referred, completed or not approved) are recorded in the BMR Log.

Examples of building maintenance repairs include (but are not limited to):

Gutters	Repair; cleaning; reconnecting to downspouts or fascia; re-pitching
Roofing	Leaks; replacing a small number of shingles; caulking or sealing; removing plants
Chimney	Reinstalling loose chimney stone; repairing or replacing chimney caps; removing plants from the chimney or mortar
Deck	Repairing or replacing: deck boards; deck band boards; railings; steps; pickets
Entry	Sealing entry areas and steps; repairing or replacing stones or mortar
Siding	Securing or replacing loose and damaged boards; filling carpenter bee holes; leaks

6.1.1 Resident Away for Extended Period

Complete a BMR before you leave or, if you have already left, send a letter to the BMC Chair in writing (One Stony Ridge, Asheville, NC 28804) or by email (BRCA.BMC.Chair@gmail.com) detailing what needs to be done. If there were any questions or information required, you would be contacted using the telephone number or email address provided with the BMR/letter.

6.1.2 Accessing the Unit During Resident’s Absence

If a BMC member or Contractor needs to enter a Unit for any reason while the Resident is away, the BMC will contact the Association Secretary for access. A Board member must accompany the BMC member and/or Contractor who enters the Unit. Upon exiting the Unit, the BMC member will write a brief report describing the reason for entry and the results obtained. The report is sent to the BRCA President and filed in the Unit Folder. The Owner is contacted by the Board President who uses the report as the basis for advising the Owner of the entry.

6.1.3 Selling a Unit

If there is a Home Inspection Report for BRCA to address, they should be submitted to the Architectural Standards Chair in writing (Arch. Stds. Chair, One Stony Ridge, Asheville,

BMC PRACTICES

NC 28804) or by email (BRCAhomeinspections@gmail.com), noting that these items are from the “Home Inspection Report.” Please include copies of the pertinent text and pictures from the inspection cross-referenced to the description of the problem, the entire inspection report, or a link and password to a web-based report. A written response will be sent identifying those items the Association will repair and which are the Owner’s responsibility. The Association does not guarantee that every repair will be made prior to the closing, but does ensure that any repair not completed before closing will be done as resources are available.

6.2 Emergency Maintenance

If an emergency repair is needed, please call someone on the BMC or a Board member. You can find a list of Key Contacts in the handbook or in Condo Control.

6.3 BMR Prioritization

BMRs are assigned a Board-approved priority level and repaired as soon as possible.

The priority levels include safety and security issues first, water infiltration, and coordination with scheduled maintenance. The BMC reviews all incomplete BMRs on a regular basis, and the schedule is revised as required.

BMC PRACTICES

6.4 Alteration Request (AR)

There are three types of alterations:

Exterior Alteration means any change, renovation, improvement, modification or repair to a Unit's exterior, or to the Limited Common Elements associated with a Unit, such as its deck or patio. Any Interior Alteration that results in a change to a Unit's exterior will also require Board approval. Examples of such alterations are new furnaces with vents that penetrate an exterior wall and kitchen renovations with roof or wall vents.

Interior Alteration means changes, improvements or repairs to a Unit's interior such as painting, wallpapering or installing track lighting. An Interior Alteration is the only type of alteration that a Resident may undertake without Board approval provided, however, that if an Interior Alteration also includes a change to the Unit's exterior, then such an alteration would require Board approval. (See Exterior Alteration above.)

Major Interior Alteration means any change to a Unit that changes the square footage of the Unit or involves load-bearing walls or joists and might reasonably be expected to adversely impact the structural integrity of the Unit or an adjacent Unit; for example, digging out a crawl space, removing or moving load-bearing walls, removing a ceiling, adding an interior staircase.

An AR is required whenever an Owner desires to make an Exterior Alteration to a Unit (including the Common Alteration Items found in Section 9.1) and for Major Interior Alterations. (Exception: work on an air conditioner or heat pump compressor, located outside the Unit, needs no Alteration Request.) An AR may be created on the Condo Control website request section, or on the paper form located in the Gazebo.

All ARs are submitted to the Board by placing the completed form and specifications for the alteration in the *Alteration Submit* mail slot at the Gazebo. The Architectural Standards Committee processes the requests and is available to assist via email (GardnerArchitects@mac.com).

When an AR is submitted for one of the common alteration items, only one Board member needs to approve the alteration if it matches that item's specifications and installation as described in Section 9.1, *Common Alteration Items*. If it doesn't match the specifications, the AR is decided on a case-by-case basis and requires approval by a Board majority.

Whether approved or rejected, a copy will be sent to the Owner and filed in the Unit Folder. **The alteration may not be started until the Board approves the AR.**

Once approved, the Owner should hire a licensed and insured contractor and obtain any required building permits from the City of Asheville.

Once the alteration is completed, all pipes, Ducts and surfaces modified or added to the exterior of the Unit must be stained or painted with the approved product and color within a reasonable period of time after the alteration. For example, pipes added for a new furnace installation. If an Owner wants the BMC's Staining Contractor to perform the staining at the Owner's expense, see Section 8.1.10, *Maintenance at Resident's Convenience* and describe the area(s) to be stained.

The Owner is responsible for the installation, repair and replacement of all alterations. The Owner must advise a potential buyer of this responsibility for all alterations.

BMC PRACTICES

6.5 Gutter Cleaning

Twice each year, all gutters on each building and common building will be cleaned completely of leaves, debris from the roof shingles and any other materials that may be in the gutters.

NOTE: This activity is scheduled; Residents do **not** need to submit a BMR. If a gutter problem occurs at another time of the year, Residents may submit a BMR to have the problem corrected without waiting.

6.6 Community Communications

When the need arises, the BMC will communicate building maintenance information in a variety of ways. A couple of examples are:

- Articles in the newsletter and on the Association's, website provide general information on topics of interest to the community.
- Letters provide important information to a specific Unit or a group of Units.

BMC PRACTICES

A PMI is performed on each Building or Common Building every four (4) years with about one fourth of them inspected each year. A PMI consists of four activities aimed at ensuring that each Building or Common Building is in its best condition:

1. **Building Inspection** — Various inspections are performed and, if a problem is noticed, the BMC creates a BMR to be addressed by the Maintenance Contractor. Inspections performed include: condition of roof for loose shingles, cracked shingles, protruding nails, Vent Boots, and Ridge Vent; condition of entry area and step; determine if a garage downspout needs to be relocated; chimney separation, detecting loose stones, Flashing and chimney caps; condition of the cedar siding for dryness, protruding nails and damaged boards; condition of siding stain; gutter for leaves and debris blockage; decks for protruding nails, badly cracked boards, separating railings and structural stability; and detecting mulch too close to siding and Vents.
2. **Gutter System Inspection** — The entire gutter system is inspected (gutters, downspouts, drain lines and connectors). Each downspout and drain line is tested to ensure that a clog is not present and water flows easily through the gutter system. The BMC creates a BMR for all repairs that are needed.
3. **Exterior Repairs** — All problems identified as the Association's responsibility will be given to a Contractor for correction. A letter is sent to the Owner when the problem discovered is the Owner's responsibility. Priority is given to repairs that affect safety or security; the next level of priority is given to repairs that must be done prior to staining a deck, or staining the exterior of the Building or Common Building.
4. **Deck, Patio and Entry Maintenance** — All deck furniture is moved or removed. The deck is cleaned, power-washed and two (2) coats of the approved stain are applied (see Section 9.3.1, *Deck Stain*). The deck railing tops are handled in a similar manner. (Note that the remainder of the railing and the pickets will be stained when the siding is stained. See Section 6.8, *Staining Unit Siding and Foundation*.) The furniture is returned to the deck. The patio, walkway and the front entry are treated with cleaner and pressure-washed when dirt, mildew, or moss is present. Prior notification is provided.

Clubhouse and Log Cabin Maintenance — All exterior paths, patios and entry areas are power-washed when dirt, mildew, or moss is present.

The results of the PMI are recorded in the BMR Log along with the BMRs generated by the inspection.

When a deck doesn't have stairs, ladder access to the deck flooring must be possible in order to perform the inspection and any subsequent deck maintenance. It is the Owner or Resident's responsibility to temporarily remove obstructions that prevent access to a deck during this period.

Deck safety screens must be removed by the Resident prior to staining. (See Sections 6.9, *Deck Safety Screen Removal During Staining* and 8.2.6, *Deck Safety Screens*.)

To determine which year a Unit or Common Building will be inspected or stained, please use the table found in Section 7, *Scheduled Maintenance Cycles*.

NOTE: The above activities are scheduled; Residents do **not** need to submit a BMR.

BMC PRACTICES

6.7 Staining Unit Siding and Foundation

A Unit's or a Common Building's siding and foundation are stained every eight (8) years with about one eighth of them stained each year. [The deck(s) are stained at the same time.] Only the approved stain will be applied (see Section 9.3, *Stains and Paints*). Prior notification is provided.

The siding is prepared, cleaned and power-washed. Gaps between windows, doors, trim and other through-wall openings are filled with a caulk that can be painted. Knot and bee holes will be filled. Personal property, landscaping and plants will be protected from overspray.

Two (2) coats of the approved stain will be applied to the Unit and Common Building's siding, wood trim, garage door (if wood), front entry door, deck pickets and supports, and the exterior foundation walls. Metal garage doors will be painted with the approved paint.

When a deck doesn't have stairs, ladder access to the deck flooring must be possible in order to stain the siding around the deck. It is the Owner or Resident's responsibility to temporarily remove obstructions that prevent access to a deck during this period.

Deck safety screens must be removed by the Resident prior to staining. See Sections 6.9, *Deck Safety Screen Removal During Staining* and 8.2.6, *Deck Safety Screens*.

To determine which year a Unit or Common Building's siding will be stained, please use the table found in Section 7, *Scheduled Maintenance Cycles*

NOTE: The above activities are scheduled; Residents do **not** need to submit a BMR.

6.8 Deck Safety Screen Removal During Staining

Deck safety screens of all types must be removed by the Owner or Resident prior to staining. If the screens are not removed prior to staining, the Staining Contractor will remove the screens at the Owner's expense. The Staining Contractor, at the Owner's expense, will only reinstall screens conforming to the specification; see Section 9.1.7, *Deck Safety Screens*. Screens that don't meet the specification will **not** be reinstalled. The BMC should be informed when the Owner doesn't want the existing screens reinstalled.

6.9 Budgets

Preparing the BMC budget for the next year requires new bids from the Contractor(s) who provide the various services used by the Association. Once obtained, the new bids — together with a projection of next year's major building maintenance repairs and an estimate of the current year's costs — will produce the new budget.

6.10 How to Handle Disagreements

When a Resident or Owner objects to a proposed method of correction or repair for which the Association is responsible, the matter should be discussed with the BMC Chair before the work is done. The BMC Chair has the authority to modify the method of repair if it meets the Association's requirements, is feasible, and is similar to the Association's method in terms of cost, effectiveness and desirability. If the BMC Chair cannot resolve the issue, the Resident may take the matter to the Board of Directors.

7 SCHEDULED MAINTENANCE CYCLES

By locating an address in this table you can determine the PMI and stain cycles for a Unit or Common Building, which are at the end of the table. The legend at the end of the table identifies the years that form each cycle. (Cycles were changed in 2019.)

Address	PMI and Deck Stain Cycle	Siding Stain Cycle
2 Clubside Dr.	Cycle D	Cycle 8
4 Clubside Dr.	Cycle D	Cycle 8
6 Clubside Dr.	Cycle D	Cycle 8
8 Clubside Dr.	Cycle D	Cycle 8
10 Clubside Dr.	Cycle D	Cycle 8
12 Clubside Dr.	Cycle D	Cycle 8
14 Clubside Dr.	Cycle D	Cycle 4
16 Clubside Dr.	Cycle D	Cycle 4
18 Clubside Dr.	Cycle D	Cycle 4
20 Clubside Dr.	Cycle D	Cycle 4
22 Clubside Dr.	Cycle C	Cycle 3
24 Clubside Dr.	Cycle C	Cycle 3
26 Clubside Dr.	Cycle C	Cycle 3
28 Clubside Dr.	Cycle C	Cycle 3
30 Clubside Dr.	Cycle C	Cycle 3
32 Clubside Dr.	Cycle C	Cycle 3
34 Clubside Dr.	Cycle C	Cycle 3
36 Clubside Dr.	Cycle C	Cycle 3
38 Clubside Dr.	Cycle C	Cycle 3
40 Clubside Dr.	Cycle C	Cycle 3
42 Clubside Dr.	Cycle D	Cycle 4
44 Clubside Dr.	Cycle D	Cycle 4
46 Clubside Dr.	Cycle D	Cycle 4
48 Clubside Dr.	Cycle D	Cycle 4
50 Clubside Dr.	Cycle B	Cycle 2
52 Clubside Dr.	Cycle B	Cycle 2
1 Governors Dr.	Cycle D	Cycle 4
3 Governors Dr.	Cycle D	Cycle 4
5 Governors Dr.	Cycle D	Cycle 4
7 Governors Dr.	Cycle D	Cycle 4
2 Governors Way	Cycle B	Cycle 6
4 Governors Way	Cycle B	Cycle 6
6 Governors Way	Cycle B	Cycle 6
8 Governors Way	Cycle B	Cycle 6
10 Governors Way	Cycle B	Cycle 6
12 Governors Way	Cycle B	Cycle 6

SCHEDULED MAINTENANCE CYCLES

Address	PMI and Deck Stain Cycle	Siding Stain Cycle
2 Pond Lane	Cycle D	Cycle 8
4 Pond Lane	Cycle D	Cycle 8
1 Ridge Terrace	Cycle B	Cycle 6
3 Ridge Terrace	Cycle B	Cycle 6
5 Ridge Terrace	Cycle B	Cycle 6
7 Ridge Terrace	Cycle B	Cycle 6
9 Ridge Terrace	Cycle B	Cycle 6
11 Ridge Terrace	Cycle B	Cycle 6
15 Ridge Terrace	Cycle A	Cycle 5
17 Ridge Terrace	Cycle A	Cycle 5
19 Ridge Terrace	Cycle C	Cycle 7
21 Ridge Terrace	Cycle C	Cycle 7
23 Ridge Terrace	Cycle C	Cycle 7
25 Ridge Terrace	Cycle C	Cycle 7
27 Ridge Terrace	Cycle C	Cycle 7
29 Ridge Terrace	Cycle C	Cycle 7
31 Ridge Terrace	Cycle A	Cycle 5
33 Ridge Terrace	Cycle A	Cycle 5
1 Ridgeview Dr.	Cycle B	Cycle 2
2 Ridgeview Dr.	Cycle B	Cycle 6
3 Ridgeview Dr.	Cycle B	Cycle 2
4 Ridgeview Dr.	Cycle B	Cycle 6
5 Ridgeview Dr.	Cycle B	Cycle 2
6 Ridgeview Dr.	Cycle B	Cycle 6
7 Ridgeview Dr.	Cycle B	Cycle 2
8 Ridgeview Dr.	Cycle B	Cycle 6
10 Ridgeview Dr.	Cycle B	Cycle 6
12 Ridgeview Dr.	Cycle B	Cycle 6
14 Ridgeview Dr.	Cycle B	Cycle 6
16 Ridgeview Dr.	Cycle B	Cycle 6
18 Ridgeview Dr.	Cycle A	Cycle 5
20 Ridgeview Dr.	Cycle A	Cycle 5
22 Ridgeview Dr.	Cycle C	Cycle 7
24 Ridgeview Dr.	Cycle C	Cycle 7
26 Ridgeview Dr.	Cycle C	Cycle 7
28 Ridgeview Dr.	Cycle C	Cycle 7
30 Ridgeview Dr.	Cycle C	Cycle 7
32 Ridgeview Dr.	Cycle C	Cycle 7
34 Ridgeview Dr.	Cycle B	Cycle 2
36 Ridgeview Dr.	Cycle B	Cycle 2
38 Ridgeview Dr.	Cycle B	Cycle 2
40 Ridgeview Dr.	Cycle B	Cycle 2
42 Ridgeview Dr.	Cycle B	Cycle 2
44 Ridgeview Dr.	Cycle B	Cycle 2

SCHEDULED MAINTENANCE CYCLES

Address	PMI and Deck Stain Cycle	Siding Stain Cycle
2 Stony Ridge	Cycle D	Cycle 8
4 Stony Ridge	Cycle D	Cycle 8
6 Stony Ridge	Cycle D	Cycle 8
8 Stony Ridge	Cycle D	Cycle 8
10 Stony Ridge	Cycle D	Cycle 8
12 Stony Ridge	Cycle D	Cycle 8
14 Stony Ridge	Cycle A	Cycle 1
15 Stony Ridge	Cycle C	Cycle 3
16 Stony Ridge	Cycle A	Cycle 1
17 Stony Ridge	Cycle C	Cycle 3
18 Stony Ridge	Cycle A	Cycle 1
19 Stony Ridge	Cycle C	Cycle 3
20 Stony Ridge	Cycle A	Cycle 1
21 Stony Ridge	Cycle C	Cycle 3
22 Stony Ridge	Cycle A	Cycle 1
23 Stony Ridge	Cycle C	Cycle 7
24 Stony Ridge	Cycle A	Cycle 1
25 Stony Ridge	Cycle C	Cycle 7
26 Stony Ridge	Cycle A	Cycle 1
27 Stony Ridge	Cycle C	Cycle 7
28 Stony Ridge	Cycle A	Cycle 1
29 Stony Ridge	Cycle C	Cycle 7
30 Stony Ridge	Cycle A	Cycle 1
32 Stony Ridge	Cycle A	Cycle 1
34 Stony Ridge	Cycle A	Cycle 1
36 Stony Ridge	Cycle A	Cycle 1
38 Stony Ridge	Cycle D	Cycle 4
40 Stony Ridge	Cycle D	Cycle 4
42 Stony Ridge	Cycle A	Cycle 5
44 Stony Ridge	Cycle A	Cycle 5
46 Stony Ridge	Cycle D	Cycle 4
48 Stony Ridge	Cycle D	Cycle 4
50 Stony Ridge	Cycle D	Cycle 4
52 Stony Ridge	Cycle D	Cycle 4
54 Stony Ridge	Cycle A	Cycle 5
56 Stony Ridge	Cycle A	Cycle 5
58 Stony Ridge	Cycle A	Cycle 1
60 Stony Ridge	Cycle A	Cycle 1
62 Stony Ridge	Cycle A	Cycle 1
64 Stony Ridge	Cycle A	Cycle 1
66 Stony Ridge	Cycle D	Cycle 8
68 Stony Ridge	Cycle D	Cycle 8
70 Stony Ridge	Cycle B	Cycle 2
72 Stony Ridge	Cycle B	Cycle 2

SCHEDULED MAINTENANCE CYCLES

Address	PMI and Deck Stain Cycle	Siding Stain Cycle
74 Stony Ridge	Cycle A	Cycle 5
76 Stony Ridge	Cycle A	Cycle 5
78 Stony Ridge	Cycle A	Cycle 5
80 Stony Ridge	Cycle A	Cycle 5
82 Stony Ridge	Cycle A	Cycle 5
84 Stony Ridge	Cycle A	Cycle 5
86 Stony Ridge	Cycle B	Cycle 2
88 Stony Ridge	Cycle B	Cycle 2
2 Weeping Willow	Cycle C	Cycle 3
4 Weeping Willow	Cycle C	Cycle 3
6 Weeping Willow	Cycle C	Cycle 3
8 Weeping Willow	Cycle C	Cycle 3
Clubhouse	Cycle D Patios washed every year	Cycle 8
Gazebo	Cycle D	Cycle 8
Stairs to Gazebo	Cycle D Stained every year	
Log Cabin	Cycle B	As Needed
Maintenance Shed	Cycle D	Cycle 4
Shelter at Entry Gate	Cycle D	Cycle 8

The legend identifying the years that form each cycle may be found on the next page.

SCHEDULED MAINTENANCE CYCLES

Preventive Maintenance Inspection (PMI) and Deck Staining Cycles:

PMIs and deck staining occur in four-year cycles.

Cycle	Years Within PMI and Deck Staining Cycle
Cycle A	2019, 2023, 2027, 2031, 2035, 2039, 2043, 2047, 2051, 2055, 2059, 2063
Cycle B	2020, 2024, 2028, 2032, 2036, 2040, 2044, 2048, 2052, 2056, 2060, 2064
Cycle C	2021, 2025, 2029, 2033, 2037, 2041, 2045, 2049, 2053, 2057, 2061, 2065
Cycle D	2022, 2026, 2030, 2034, 2038, 2042, 2046, 2050, 2054, 2058, 2062, 2066

Siding Stain Cycles:

A Building's or Common Building's exterior siding is stained in eight-year cycles.

Cycle	Years Within Siding Staining Cycle
Cycle 1	2019, 2027, 2035, 2043, 2051, 2059, 2067, 2075, 2083, 2091, 2099, 2107
Cycle 2	2020, 2028, 2036, 2044, 2052, 2060, 2068, 2076, 2084, 2092, 2100, 2108
Cycle 3	2021, 2029, 2037, 2045, 2053, 2061, 2069, 2077, 2085, 2093, 2101, 2109
Cycle 4	2022, 2030, 2038, 2046, 2054, 2062, 2070, 2078, 2086, 2094, 2102, 2110
Cycle 5	2023, 2031, 2039, 2047, 2055, 2063, 2071, 2079, 2087, 2095, 2103, 2111
Cycle 6	2024, 2032, 2040, 2048, 2056, 2064, 2072, 2080, 2088, 2096, 2104, 2112
Cycle 7	2025, 2033, 2041, 2049, 2057, 2065, 2073, 2081, 2089, 2097, 2105, 2113
Cycle 8	2026, 2034, 2042, 2050, 2058, 2066, 2074, 2082, 2090, 2098, 2106, 2114

8 POLICIES

8.1 General

8.1.1 Building Maintenance Requests

Residents who want a maintenance repair on their Unit should use the Condo Control Central website request section to make the request(s). If they are having difficulties using the site, they can contact the Technology or Maintenance committees. The BMR must be approved before the Contractor can start work on that BMR.

Owners must submit Alteration Requests for altering a Unit by using the Condo Control Central website Request section. All ARs are reviewed by the Architectural Standards Committee and submitted to the Board of Directors for final approval. If they have difficulties using the site, they can contact the Technology or Architectural Standards Committee. See Section 6.4, *Alteration Request*).

8.1.2 Resident Acknowledgment

The BMC will acknowledge the receipt of all submitted BMRs and provide information about its status when possible. Once completed, the resident will have an opportunity to complete a survey about the work and the contractor.

8.1.3 Resident Notification of Pending Work

When arriving at a Unit to perform any task, a Contractor will knock or ring the doorbell to advise the Resident that work will be done around the Unit.

8.1.4 Contractor's Working Hours

All BMC Contractors, as well as any private contractors hired by Residents, are prohibited from performing any work where noise could disturb a Resident before 8:00 a.m. or after 6:00 p.m. on weekdays, and before 9:00 a.m. or after 5:00 p.m. on weekends. Emergency situations are exempt from these constraints.

8.1.5 Disposal of Contractor's Debris

Debris should not be left near the Units or on the Common areas. Prior to leaving a work area, the Contractor should examine the area and collect all unusable debris in bags and dispose of them properly. Usable debris should be stored in the Maintenance Shed.

8.1.6 Contractor's Equipment Storage

Whenever possible, equipment that will not be used for two or more days should be stored in or near the Maintenance Shed. Once the work is completed, all equipment should be removed or moved to the next work location or to the Maintenance Shed area.

POLICIES

8.1.7 Substandard Work by Contractor

If a Contractor performs substandard work, the Contractor will be notified, and a plan will be developed to correct the issue at no cost to the Association. Continued substandard work will be cause for dismissal.

8.1.8 Use of a Unit's Water

Contractors may use a Unit's water supply whenever necessary to perform their tasks, such as power washing, mixing cement or mortar, flushing gutters and general cleanup. The Association pays for all water usage.

A Contractor may not use any of the Unit's hoses. Unit hoses that were disconnected by a Contractor will be reconnected and left neatly in their original location.

8.1.9 Damage to a Unit

Damage to a Unit that is **not** covered by the Association's insurance is the responsibility of the Owner. If the damage is covered by the Association's insurance, the Owner is responsible for the insurance deductible.

Currently, the Association's insurance does not cover a roof leak unless the leak is caused by an insurable event as defined by the Association's insurance policy. (See Section 8.1.12, *Insurance Claims*.)

8.1.10 Maintenance at Resident's Convenience

Maintenance that has not been scheduled or approved by the BMC can still be requested by a resident. To request that such maintenance be done, fill out a Request on Condo Control Request section. The Resident will receive a response from the Maintenance Committee. If accepted, the request will be forwarded to the contractor, or the resident can contact the contractor.

Once the work has been completed, the contractor will bill the Resident directly. (Note: Insurance requirements must be met).

POLICIES

8.1.11 Other Committees' Maintenance Responsibilities

Some maintenance work is the responsibility of other committees:

- The Architectural Standards Committee reviews all Alteration Requests prior to a Board decision and, after an Alteration is finished, ensures the final result agrees with the Alteration Request submission. It also responds to Home Inspection Reports (see Section 6.1.3, Selling a Unit).
- The Clubhouse and Log Cabin Committees are responsible for all interior, window and door repairs to the Clubhouse and Log Cabin; areas are similar to those of the Units.
- The Community Garden Committee is responsible for repairs to the garden plots & shed.
- The Flag Committee is responsible for the flagpole.
- The Gates Committee is responsible for the entry and service gates.
- The Gazebo Committee is responsible for “windows” and internal mail slots.
- The Landscape Committee is responsible for grounds and tree maintenance.
- The Nightscaping/Electric Committee is responsible for lighting the roads, for the three (3) lights, including the fixtures and bulbs, on each Unit’s garage and for electric service repairs.
- The Pest Control Committee is now part of Building Maintenance and schedules termite inspections and insect treatments.
- The Ponds/Streams Committee is responsible for repairs to these areas.
- The Roads & Driveways Committee is responsible for patching and replacing these areas.
- The Water & Sewer Committee is responsible for repair and/or replacement of the various elements of these areas.
- The Infrastructure Committee handles all other areas not mentioned above.

BMRs may be submitted to the BMC for repairs to **any** BRCA facility, and the BMC will refer those repairs to the proper committee for action. Any committee chair may request that a BMC Contractor perform a repair on behalf of the committee. (Such a request will be charged to that committee’s budget.)

8.1.12 Insurance Claims

If you have an issue that you believe requires filing an insurance claim that may involve the Association’s insurance coverage, you must **first notify the Insurance Committee** and submit an **Incident/Accident Report** (available at the Gazebo or online).

Do not contact the Association’s insurance agent; the Insurance Committee will coordinate the procedures on your behalf. **Do not start any repairs before notifying the Association as noted above** except to secure your safety and/or your security. **Take pictures of the damaged area(s) prior to starting any repairs** if the insurance adjuster has not seen the damage.

Additional insurance information may be found in the First Things First section (Tab 2) of the Handbook.

POLICIES

8.2 Decks

8.2.1 Minor Issues

Minor cosmetic problems, such as peeling, minor deterioration of boards, etc., will be corrected only during scheduled deck staining. If a Resident wants a minor problem corrected sooner than that, the Resident must submit a BMR as described in Section 8.1.10, *Maintenance at Resident's Convenience*, describe what needs to be repaired, and pay the associated expenses for the repair.

8.2.2 Cracked Boards

The BMC and its Maintenance Contractor will decide when a cracked board will be replaced — typically, when the board is cracked or split all the way through. When a board is replaced, the Maintenance Contractor will stain the new board with the approved stain unless deck staining is scheduled later that year — see Section 7, Scheduled Maintenance Cycles.

8.2.3 Staining at Resident's Convenience

Only the BMC's Staining Contractor, who understands the Association's standards and uses the approved products, is allowed to perform deck staining.

If a Resident wants a deck power washed and stained in a year when deck staining is not scheduled, the Resident must submit a BMR as described in Section 8.1.10, *Maintenance at Resident's Convenience*, enter "Stain deck" in the description field noting to which deck(s) this BMR applies, and pay the associated expenses for the staining.

8.2.4 Sanding Decks is Prohibited

Residents are prohibited from either sanding or staining their Unit's deck(s) or exterior siding. If the deck(s) or siding needs specific attention, a Resident may submit a Building Maintenance Request (BMR) to the Building Maintenance Committee. Residents will be charged for the additional repair costs on decks that have been sanded.

8.2.5 Railings and Pickets

Railings and pickets are stained with the approved deck stain and color **at the same time the siding is stained** to provide a uniform appearance with the other exterior surfaces.

8.2.6 Deck Safety Screens

If an Owner has installed **conforming** deck safety screens, the screens must be removed at the Owner's expense prior to staining and certain types of maintenance work involving the deck, railing and pickets, all of which are Limited Common Elements. If the Owner does not remove the existing screens prior to the scheduled work, the responsible Contractor will remove them and reinstall them at the Owner's expense.

For those Units that have **non-conforming screens**, the screens must be removed at the Owner's expense prior to staining or required maintenance involving those areas. If the Owner does not remove the existing screens prior to the scheduled work, the responsible Contractor will remove them at the Owner's expense. If the Owner still wishes to have

POLICIES

screens after the work is completed, only screens that comply with the specifications (see Section 9.1.7, *Deck Safety Screens*) may be reinstalled (at the Owner's expense).

All screen-related costs will be billed to the Owner.

8.2.7 Cleaning Dirt and Mildew

The decks are power-washed prior to being stained. Residents who want their Unit's deck(s) cleaned at another time should submit a BMR using Condo Control. The Resident will be billed by the contractor for the service.

POLICIES

8.3 Front Entries

8.3.1 Accumulation of Water on Entries

Some natural accumulation of rainwater on the front entry is expected since the roof doesn't fully cover the entry. It is the Resident's responsibility to eliminate accumulated rainwater by sweeping the front entry. If the standing water is judged to be harmful to the integrity of the structure, the BMC will do whatever is necessary to protect the structure. If the water is from a gutter or downspout malfunction, the Association will correct that problem first.

8.3.2 Accumulation of Water on Walks

If the walkway and surrounding ground elevation are such that water accumulates to a significant depth and doesn't dissipate within 24 hours, the Association will attempt to correct the problem. If the water is from a gutter or downspout malfunction, the Association will correct that problem first.

8.3.3 Cleaning Dirt and Mildew

The entry, steps and walks are power-washed when the decks are stained. Residents who want their Unit's entry area cleaned at another time must submit a BMR as described in Section 8.1.10, *Maintenance at Resident's Convenience*, enter "Clean entry areas" in the description field, and pay the associated expenses for the cleaning.

8.3.4 Entry Steps

The Association will use mortar to reset stones that are loose or wobbly, but minor flaking or peeling of stones will not be repaired. Steps will be replaced (using the BRCA step specifications; see Section 9.2.7, *Entry Steps*) when the Association determines that repair is no longer feasible.

Owners may have step riser heights changed at their own expense by submitting an Alteration Request for approval that conforms to current building code and BRCA step specifications (see Section 9.2.7, *Entry Steps*).

If repairs to the entry stone or steps require a different railing configuration, the owner is responsible for the cost of such fabrication and installation of the new railing.

8.3.5 Entry Railing

The Association does not repair entry railings — these are Owner-installed alterations. Such repairs are the responsibility of the Owner and must conform to the BRCA railing specifications (see Section 9.1.3, *Front Entry Railing*).

8.3.6 Step Separation from Entry

If settling results in a crack between the vertical and horizontal surfaces, the Association will fill the crack appropriately and stain the area, if needed.

POLICIES

8.3.7 Cracks in Entry Walks

In general, the Association will not repair minor cracks. However, if a crack creates an unevenness that is judged to be a safety hazard or is judged severe enough to affect the integrity of the sidewalk, the Association will correct that situation.

8.3.8 Entry Walk Replacement

The Association is responsible for the entry walk and will perform a full or partial replacement of the walk when there is a severe safety issue or when replacing the walk will eliminate water intrusion into the Unit. Full entry walk replacement is considered only when all other options have been eliminated.

Residents who want their Unit's entry walk replaced under other circumstances must submit a BMR as described in Section 8.1.10, *Maintenance at Resident's Convenience*, enter "Replace sidewalk" in the description field, and pay the associated expenses for the replacement.

8.3.9 Stucco on Vertical Entry Faces

The Association will repair stucco that breaks off as a result of normal weathering whenever it becomes unsightly or when the Unit's exterior siding is stained.

8.3.10 Entry Stone Surface

The Association will use mortar to reset stones that are loose or wobbly. Minor flaking or peeling of stones will **not** be repaired.

The Association will repair cracks at the entry edge or where the entry surface joins the foundation wall during the PMI cycle.

If repairs to the entry stone or steps require a different railing configuration, the owner is responsible for the cost of such fabrication and installation of the new railing.

POLICIES

8.4 Roofs

8.4.1 Leaks

The Association will correct all roof leaks, including the replacement of existing Flashing, except for those directly attributable to a component failure of an original skylight, or any skylight, sun tunnel or other roof modification that was installed by the current or a previous Owner. In the case of a leak caused by such a component failure, the BMC will schedule the current Roofing Contractor to install a replacement fixture of the Owner's choice; the Owner will pay for the fixture, labor and other materials (e.g., shingles) required during the installation.

Roofs that were replaced within the past five years may be covered by the Roofing Contractor's warranty, which currently includes interior damage caused by a leak due to the installation. (Note that this is the current Roofing Contractor's warranty and is subject to change.)

Unit damage caused by leaks outside of the warranty period is usually the Owner's responsibility — see Sections 8.1.9, *Damage to a Unit* and 8.1.12, *Insurance Claims*.

8.4.2 Shingles

The Association will repair loose shingles and other damage caused by storms as soon as possible after being discovered.

8.4.3 Plywood Sheathing Problems

The Association will repair loose sheathing caused by improper installation, warping, rotting, or other conditions caused by leaks or age, as soon as possible after being discovered. The Roofing Contractor will correct such conditions discovered during roof replacement.

8.4.4 Roof Replacements and Repairs

The Association is responsible for the roof and has established a set of criteria that must be met before a roof is replaced — see Section 10, *Roof Replacement Criteria*. When a roof requires replacement, the Resident is notified and the BMC uses its Roofing Contractor to perform the work. The BMC keeps a record of the problems and a repair history for each Building's roof.

8.4.5 Roof Penetrations

The current Roofing Contractor must be used when a new roof fixture is needed or a damaged/leaking roof fixture is replaced (Alteration Request, serious problems discovered during inspections, etc.). Using the current Roofing Contractor ensures that proper materials and practices are followed to maintain the existing warranty, if any. A qualified installer of the owner's choosing may perform the **interior** portion of the installation, if required.

POLICIES

8.5 Gutters

8.5.1 Gutters, Downspouts and Drain Lines

The Association is responsible for keeping these connected, repaired, and free of clogs. All roof drainage systems are inspected during the PMI cycle and cleaned twice a year beginning in November. Residents should be aware that some gutters may not handle all of the runoff during heavy rains even when they are not clogged — this may be normal due to the roof's surface area and pitch.

Minor cosmetic repairs are not performed.

Some of the small roof areas may have a short gutter (with or without a downspout) or no gutter at all. Owners may add missing components to such areas, at their own expense, by submitting an Alteration Request for approval.

When a drain line must be replaced, the Maintenance Contractor will attach a temporary drain line above ground until a permanent solution is found. Drain lines are typically placed underground. Exceptions include drain lines under decks that are low to the ground and drain lines that discharge rainwater into grassy areas or within plant beds. Under certain circumstances, drain lines discharge rainwater into an underground box that may overflow above ground during prolonged or heavy rainstorms.

8.5.2 Owner-Installed Gutters

The Association is not responsible for Owner-installed gutters, such as the optional gutter on the narrow roof near the dining room side of the Unit. An Owner may submit an Alteration Request for permission to install a gutter/downspout at his own expense.

If an Owner replaces the entire gutter system, the Association will inspect that system during the PMI cycle. The Association will replace clogged drain lines, but the gutters will not be cleaned nor repaired. Gutter problems discovered will be reported to the Owner.

8.5.3 Gutter Screens

The Association will provide gutter screens when they are required (where leaves gather, or pine or seed-producing trees are nearby). The screens installed might not cover an entire gutter nor will they necessarily be used on every gutter attached to a Unit.

POLICIES

8.6 Siding

8.6.1 Minor Issues

Minor cosmetic problems, such as nails backing out slightly, minor warping or cracking, slight separation of chimneys from the siding, etc. will be corrected as needed or during the Unit's exterior staining cycle. If a Resident wants such a minor problem corrected sooner, the Resident must submit a BMR as described in Section 8.1.10, *Maintenance at Resident's Convenience*, describe the repair in the description field, and pay the associated expenses for the repair.

8.6.2 Structural Integrity Conditions

The Association will take care of these without waiting for the normally scheduled siding stain cycle. An example would be an increasing separation between a chimney and the siding (noted during the PMI); another would be a deck separating from the Unit.

8.6.3 Refinishing a Repaired Area

If a repair such as the replacement of a board is needed, the Maintenance Contractor will refinish the repaired boards using the approved stain for that area. If a satisfactory color match is not possible, the Association, at its discretion, may arrange for a larger section to be stained.

8.6.4 Woodpecker Damage

Extensive woodpecker damage may be associated with an insect infestation as the birds are feeding. Contact the Maintenance Committee to determine if such conditions exist and, if present, to exterminate the insects.

If a woodpecker continues to damage the siding, the Resident should take steps to discourage the bird from nesting. A State agency recommends hanging streamers on the wall near the area being attacked by the bird. The streamers should be red on one side and reflective silver on the other, twisted so that both sides are visible to the bird. Other combinations of red and silver (e.g., an aluminum pie plate with red cloth or ribbon) may work equally well. The Resident should remove the streamers or other devices as soon the bird has left the area permanently.

The Maintenance Contractor will repair major damage caused by woodpeckers as soon as possible after all insects have been eliminated.

8.6.5 Carpenter Bees

The 3/8" round holes caused by carpenter bees are not harmful to the integrity of the structure and will be filled as needed or when the exterior siding is stained. If there is a large infestation, contact the Maintenance Committee so the affected area can be treated. Once eliminated, the BMC will do whatever is necessary to maintain the wood.

POLICIES

8.6.6 Termites

The Association has an ongoing contract for termite control with quarterly application of pesticide. If there are mud tubes on the concrete foundation or deck posts where there is wood-to-ground contact, or a swarm of black-winged insects is present, contact the Maintenance Committee so the affected area can be treated. Once the infestation is eliminated, the BMC will do whatever is necessary to maintain the siding.

Pesticide will only be applied to those insects that the state of North Carolina allows to be controlled. Nests of controllable insects that are within 10 feet of a residence will be removed, except where removal of the nests endangers the personal safety of the Contractor.

8.6.7 Carpenter Ants

Carpenter ants are large black ants found at wood-to-ground contact areas, usually near a water source. Look for coarse wood shavings similar to sawdust. If these ants are discovered, follow the ant trail back to a possible source, especially if there are railroad ties nearby. In either case (shavings or ant sightings), contact the Maintenance Committee so the affected area can be treated. Once the infestation is eliminated, the BMC will do whatever is necessary to maintain the siding.

8.6.8 Gable Vents and Screens

Unless a Gable Vent/Screen has been replaced by the owner, all Gable Vents/Screens are the responsibility of the Association. The insect screens help prevent pests from entering the attic.

POLICIES

8.7 Windows and Doors

Owners are responsible for all windows and doors. This includes but is not limited to:

- All components of manufactured windows such as the original Malta casement windows and bay window assemblies, including windowsills and insect screens
- Garage doors and entry doors
- Maintenance of the **internal** woodwork around the windows and doors
- Staining the exterior siding or foundation around windows, or the siding or foundation around doors within a short period after replacement
- All types of skylights without regard to when they were installed

The Association is responsible for the periodic staining or painting of the exterior portions of garage doors, wooden entry doors, and the siding or foundation present around the exterior of windows and doors unless a Resident or guest causes the damage that requires staining.

The Association will **ONLY** stain areas that are currently unstained **or** were previously stained with the standard color. Other approved colors are the owner's responsibility as described in Section 9.2.4, Front Entry Door and Other Windowless Doors.

8.8 Crawl Spaces and Basements

8.8.1 Water and Moisture

The Association is responsible for maintaining the gutters, downspouts, drain lines, and water/sewer lines that might be a source of excess water adjacent to an outside foundation wall or within a foundation wall. The Association is also responsible for the integrity of the foundation wall and for landscaping/grading the area around the Unit when the Association determines there is an imminent risk of water penetration into the Unit.

Regardless of the water's source or its location of entry, the Association is not responsible for any damage that water causes within the Unit, including the crawl space, or the contents of those areas.

Basement or crawl space dampness is a fairly common occurrence since these areas are below grade. As noted above, if the dampness is caused by water penetrating into the basement or crawl space from the outside, the Association will attempt to locate the source of the intrusion and correct the situation, if possible.

Owners may, at their expense, seal the interior foundation wall with a waterproof product, such as Drylox or Thoroseal.

An Owner may purchase, install and maintain a sump pump (for a constant, excessive amount of water) and/or an outside wall Fan (for dampness). Dehumidifiers that discharge water within the Unit, including the crawl space, may also be installed. The purchase, installation and maintenance of an external discharge pipe from a sump pump or dehumidifier are also the responsibility of the Owner. All external discharge pipes should be well above ground to prevent the pipe from becoming clogged or damaged by mowers. The discharge from the pipe should exit as far from the foundation as practical and flow away from the Unit.

POLICIES

8.8.2 Foundation Air Circulation Vents

Foundation air circulation Vents are placed in a rectangular foundation opening to ventilate the crawlspace or basement and don't have any ductwork attached to the Vent.

All foundation air circulation Vents are the responsibility of the Association.

The Association will tighten loose foundation air circulation Vents discovered during the Preventive Maintenance Inspection cycle and repair/replace those that do not function properly.

8.8.3 Ruptured Water Pipes

Ruptures to pipes within the Unit, including crawl spaces, are the responsibility of the Owner.

Ruptures to pipes outside the Unit boundary or within the cinder block/cement foundation wall are the responsibility of the Association unless the ruptured pipe was part of an alteration, occurred due to the failure of a hose bib, or the Resident/Owner has been negligent — see Section 8.15, *Hose Bibs and Frozen or Ruptured Pipes*.

8.8.4 Exhaust or Intake Vents

Exhaust and Intake Vents, Ducts and their attached Fixtures (e.g., bathroom Fans, cook-top Fans, gas furnace, and dryers) are the responsibility of the Owner, including the cost of replacement or repair of the Vent Cap. The Association will tighten loose Vent Caps discovered during the Preventive Maintenance Inspections.

Residents should **not** disconnect the Ducts in the crawl space or basement that are intended to carry exhaust air to the outside. Exhausting humid or greasy air into this area may cause other problems, such as mold.

8.8.5 Insulation and Vapor Barrier

All insulation and any vapor barriers present are the responsibility of the Owner. The use of a vapor barrier is strongly encouraged as it reduces humidity, lessens the chance of mold or mildew, and minimizes the likelihood of attracting termites or other insects.

8.8.6 Air Conditioning Condensate Drain

The small drain located near the furnace allows the air conditioning condensate (water) to be carried outside by the attached drain line. These items are the Owner's responsibility if they become clogged or don't function properly.

8.8.7 Concrete/Block Piers and Lally Columns

These items are present in a crawl space to support the floor joists and are the Association's responsibility.

POLICIES

8.9 Surface Water

The Landscape Committee may be able to improve surface water drainage away from the Unit. Water must be standing more than 24 hours in the yard or mulched area to require correction, unless it is penetrating the basement or crawl space wall. If a Resident is concerned about water standing longer than 24 hours that is **not** penetrating a foundation wall, the Landscape Committee should be contacted directly.

8.10 Attic

8.10.1 Air Circulation Vents

Air circulation Vents within the eaves (Soffit Vents) or at the roof peaks (Ridge Vents) are the Association's responsibility.

8.10.2 Exhaust or Intake Vents

Exhaust and Intake Vents, Ducts and their attached Fixtures (e.g., bathroom Fans, cook-top Fans, gas furnaces, and dryers) are the responsibility of the Owner, including the cost of replacement or repair of the Vent Cap. The Association will tighten loose Vent Caps discovered during the Preventive Maintenance Inspections.

Occasionally in the winter, humid exhaust air can condense on the Duct in the attic. The resulting water can cause staining on the interior ceiling. Correcting the condensation problem (for example, by wrapping the Duct with insulation) is considered the Owner's responsibility.

Residents should **not** disconnect the Ducts in the attic intended to exhaust air to the outside. Exhausting humid or greasy air into the attic may cause other problems, such as mold.

8.10.3 Plumbing Vents

All Plumbing Vents, Ducts and their attached Fixtures are the responsibility of the Owner. The Association will replace Vent Boots when the roof is replaced or they become worn.

8.10.4 Firewall between Units

The firewall between two Units is part of the Limited Common Elements and not part of the Unit. The Association is responsible for correcting all firewall problems.

8.10.5 Insulation

All insulation and any vapor barriers are the responsibility of the Owner.

8.10.6 Roof Structure

All roof trusses and other roof structures are the responsibility of the Association.

POLICIES

8.11 Electrical Fixtures and Lights

The Association is responsible for the three (3) lights on the front of each Unit's garage, including the fixtures and bulbs. All other electrical fixtures, outlets and bulbs are the responsibility of the Owner.

8.12 Floor Joists

All joists are the responsibility of the Association.

8.13 Chimney and Garage

If loose stones, holes in mortar, loose mortar, etc. are threatening the structural integrity of the stonework, the Association will repair the problem as soon as possible.

The Association will repair chimney caps that have significant cracks or have deteriorated in other ways.

Chimney separation from the siding that is greater than or equal to 1" is monitored and repaired as needed.

Chimney flues and the fireplace firebox are considered part of the Unit and are the Owner's responsibility.

The Association will also remove any plants or excessive accumulation of moss on stonework.

8.14 Concrete Slabs

Only original and Association-installed **exterior** concrete slabs are the Association's responsibility. Entry walks are also the Association's responsibility but are discussed in Section 8.3, *Front Entries*.

8.14.1 Air Conditioner or Heat Pump

This original concrete slab is considered to be a structural component of the Limited Common Elements. If it settles or deteriorates in a way that might cause damage to the component, the Association will make the necessary slab repairs. If it seems that pests undermined the slab causing it to settle, the Maintenance Committee (see Section 8.18, *Pest Control*) will be contacted before any repairs are made.

8.14.2 Patio

The Association is responsible for all repairs to developer-installed patios. If a developer-installed concrete patio slab settles and causes rainwater to flow toward the Building, the Association will correct the problem as necessary in an effort to prevent water from entering the Building or damaging it structurally. As with front entries, eliminating any accumulation of rainwater on the patio is the responsibility of the Resident if it can be satisfactorily swept off with a broom. Owners may submit an Alteration Request for approval to upgrade the slab at their expense in conformance with applicable specifications.

POLICIES

8.15 Hose Bibs and Frozen or Ruptured Pipes

The Resident is responsible for all hose bibs and any damage caused by freezing and the resulting broken or burst pipes within the Unit, including ruptures caused by failure to disconnect attachments from the hose bibs.

Residents should disconnect their attachments from the hose bibs prior to the first freeze. Also prior to the first freeze, the water supplied to hose bibs should be turned off if a shutoff valve is present, and any water remaining in the pipe should be drained.

Residents should turn off the water at the main cutoff valve within the Unit (usually in the basement or crawl space) when leaving the Unit unattended for more than a few days.

Ruptures to pipes within the Unit, including the crawl space, are the responsibility of the Owner. See Section 8.8.3, Ruptured Water Pipes.

Ruptures to pipes outside the Unit boundary or within the cinder block/cement foundation wall are the responsibility of the Association unless the ruptured pipe was part of an alteration or the Resident/Owner has been negligent. Examples of negligence include the installation of non-frost-free hose bibs that cannot be drained, or failure to disconnect attachments from the hose bibs prior to the first freeze.

Faucets shared between two or three Units are the shared responsibility of the Units' Owners.

8.16 Mailboxes

The Association does **not** own the mailboxes where the Post Office delivers the mail. Contact the Post office or the mail carrier to report faulty or damaged mailboxes, or broken or missing keys.

If a key doesn't turn properly in the lock, try squirting some WD-40 (found at many hardware stores or home centers) on the back of the lock and into the keyhole.

The Association **does** maintain the small, internal Beaverdam Run mail slots. If one of these needs repair, a BMR should be submitted with "Gazebo" as the address and "slot address or slot name" along with a description of the problem.

8.17 Driveways and Roads

The Association is responsible for all driveway and road maintenance, including sealing the driveway when it is necessary. All driveway and road maintenance is referred to the Roads and Driveways Committee.

8.18 Pest Control

Problems with insects, rodents, etc. should be reported to the Maintenance Committee. If unable to contact a Committee member, the Pest Control Contractor (currently, Dodson Pest Control, 252-8992) may be contacted directly. Neither Dodson nor the Maintenance Committee can do anything to eliminate woodpeckers or ladybugs. **Only pest issues that involve repairs should be reported on BMRs (usually siding issues — see Sections 8.6.4 – 8.6.7); otherwise the request would be delayed while the problem is referred to the proper committee.**

When a BMR refers to a potential pest issue (e.g., a hole in a foundation wall or a hole in the siding), the pest issue will be referred to the Maintenance Committee for resolution **prior** to starting the repair.

POLICIES

8.19 Owner Installed Walkways (to Rear or Lower Level)

Walkways to the rear or lower level of a Unit are the responsibility of the current owner even if installed by a previous owner. (See the Landscape Policy under "Steps, stepping stones and walkways" for more information.)

Issues identified during the Preventive Maintenance Inspection (performed every 4 years) are reported to the Architectural Standards Committee, which then notifies the owner of required repairs and monitors their satisfactory completion.

As with all Alterations, the owner must submit a Landscape Alteration Request for Board approval and is required to notify potential buyers of their responsibility to maintain or repair the walkway.

9 SPECIFICATIONS

9.1 Common Alteration Items

The Board has approved specifications for several common alterations, which, like all alterations, require an Alteration Request (AR). **Prior approval from one Board member is required before the work on these common alterations may be started.**

Alterations that do not meet the Board-approved specifications may be submitted but will be decided on a case-by-case basis by the Board as a whole.

The Owner is responsible for the installation, repair and replacement of all alterations. When selling a Unit, the Owner must advise the buyer of this responsibility for all alterations.

SPECIFICATIONS

9.1.1 Tubular Skylights

Skylights are available in two basic forms: the traditional rectangular skylight and a newer, tubular (round) skylight, often referred to as a sun tunnel, sun tube or tube skylight.

While some Units already have rectangular skylights installed, specifications exist only for tubular skylights. (If an Owner wishes to install rectangular skylights, an AR — with the “Exterior Alteration” box checked — must be submitted to the Board with detailed information about the skylight and its installation.)

A Unit may have up to two (2) skylights on each side (front and back) of the Unit’s roof, provided that this installation does not exceed the maximum of four (4) skylights per Unit. All skylights installed previously to this request count toward the above maximums.

The acrylic dome of a tubular skylight must be a maximum of 22” in diameter with integrated low-profile brown metal Flashing that is parallel to the roofline.

The Owner must use the Association’s current Roofing Contractor for the installation and the Owner is responsible for any damage, present or future, which may be attributed to the installation.

Approved Tubular Skylight Products:

Velux TGF, Sun Tunnel, 14” or 22”

Natural Light, Tubular Skylight, 10”, 13”, or 18”

Solatube, Model 160 at 10” -or- Model 290 at 14”



SPECIFICATIONS

9.1.2 Front Door Knocker

Knockers must be brass and may be purchased at home improvement or hardware stores. Knockers of **other** metal finishes **must** be approved by the Board as a whole.



SPECIFICATIONS

9.1.3 Front Entry Railing

Railings must be wrought iron with straight, square verticals. They must be finished in or painted satin black. Up to two railings are allowed. If only one railing is installed, the preferred location is on the entry side opposite the garage.

All support posts must be embedded in approximately 6" cubes of concrete in the ground — the post farther from the door is located next to the walkway and the post closer to the door abuts both the stairs and the house foundation. The entry end must be bolted, top and bottom, to 2x4s at the Unit corner to provide a stable connection. Do **not** attach any portion of the railing or posts to the entry stone, steps or the sidewalk.

The railing itself should be longer than the stair area to allow a person to use the railing before the first step and after the last step. In addition, the vertical distance between the steps and the railing should be at a comfortable angle.

If repairs to the entry stone or steps require a different railing configuration, the owner is responsible for the cost of such fabrication and installation of the new railing.

Railings that have been considered in the past have been found at: Asheville Ironworks, 684-8899 or Welding Unlimited, 891-8501.

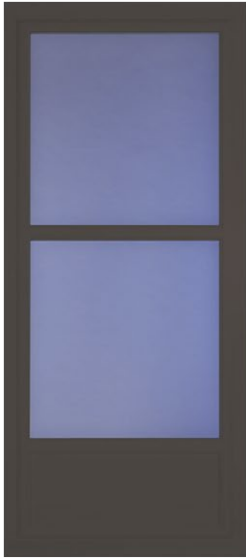


SPECIFICATIONS

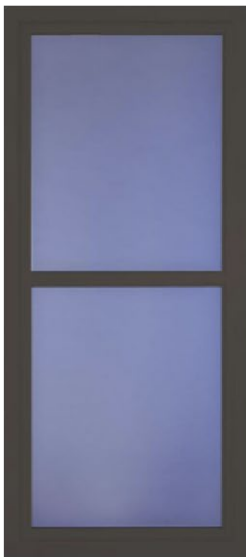
9.1.4 Front Entry Storm/Screen Door

Only Pella or Larson aluminum storm/screen doors are allowed as a standard alteration (Midview or Fullview styles, with or without retractable or replacement screens); they must be dark brown or black in color, and must fit into the existing frame. No artistic or stylistic additions, such as muntin bars, grids, or patterns in the glass or metal, may be present. Alternative designs must be approved by the Board as a whole.

Storm/screen doors may be purchased at home improvement or hardware stores.



Midview



FullView



Midview (without screen)

SPECIFICATIONS

9.1.5 Deck Awning

The frame, either electrically or manually operated, must be brown or beige, matching or complementing the Unit's siding. The awning may be solid or striped, in neutral browns or beiges that do not conflict with the Unit's siding. The awning must be attached to the side of the Unit unless it is a middle Unit in a three-Unit Building — middle Units may attach the awning only in the back of the Unit such that it does not impede roof or gutter maintenance. A retractable, vertical drop, screen mesh is permissible at the outer edge of the awning in a neutral color.

Installation must be at an angle of slightly more than five (5) degrees to accommodate people over 6-feet tall. Mounts for installation must provide sufficient clearance to allow free passage of melting snow and debris from trees whether the awning is folded or extended.

Awnings that have been considered in the past have been found at:

Air-Vent Exteriors (merged with Ashco), 687-0439

Accent Awning, 258-8777

CheapAwnings.com



SPECIFICATIONS

9.1.6 Deck Gates

A deck gate installed across the stair opening must match the material, design and color of the existing deck railing and cap. Either a swing gate or a sliding gate may be installed. The unhinged end of a swing gate must ride on a heavy-duty caster to avoid sagging, and must swing in toward the Unit and not over the stairs. A sliding gate must also ride on heavy-duty casters. Stainless or galvanized hardware must be used.

Our Maintenance Contractor can design and construct deck gates.



SPECIFICATIONS

9.1.7 Deck Safety Screens

Deck safety screens may be installed on the inside of the railing to help minimize pets and children falling from a deck.

Deck safety screens are built with frames that allow them to be easily removed and reinstalled by the Owner when staining occurs. Gray or other dark-colored window-style screening must be stapled to 1" x 2" pressure-treated, deck-grade pine frames stained Beaverdam Brown. Corner brackets are required to maintain stability when they are removed. The frames must fit under the railing cap with approximately 3" of clearance above the deck floor to enable debris to be swept from the deck. Each frame should be 8' or less in length (based on the distance between adjacent deck pickets) and attached to the base of the deck cap and the Unit-side of the pickets with corrosion resistant deck screws at approximately 2' intervals. The Owner is responsible for the staining, repair and replacement of deck safety screens, as well as the removal / reinstallation of the frames when staining or other BMC maintenance work requires this.

Our Maintenance Contractor can design, install and remove the screens.



SPECIFICATIONS

9.1.8 Garage Doors

The existing garage door may be replaced with a Clopay steel-clad garage door, Classic Collection. These garage doors are constructed with four horizontal segments spanning the full width of the garage opening; each such segment has eight panel insets. (See photograph, below.) They are insulated; the model #9200 has more insulation than the model #4300. The door has no windows. An exterior handle is permitted. Garage doors meeting the specifications of the Clopay Class Collection, but by other manufacturers, may be approved by the Board. All garage door replacements require that an Alteration Request be submitted through the Condo Control request section or on an Alteration Request form and be approved. After a door is installed, the resident shall notify the Staining Manager on the Building Maintenance Committee, and the staining of the door will be scheduled. The exterior of the door will be painted Beaverdam brown at the Association's expense.

The door may be acquired and installed by:

Asheville Garage Door Service, Inc., 255-0830.



SPECIFICATIONS

9.1.9 Gas Furnace and Water Heater Venting

Replacement or installation of a gas furnace or a gas water heater (including a tankless heater) that requires horizontal outside venting must follow current building codes and be routed according to the next paragraph.

Horizontal venting may be accomplished by directing it to the outside through the foundation wall or wood stud wall either to the side or rear of the unit, but not the front. The mechanic should route the vent to the lowest and least obtrusive location possible, so as not to create a noticeable exterior feature. Ideally, the vent will come through the wall behind shrubbery. The hole required is typically 4", which is not structurally significant.

The portion of the vent extending outside the wall must be painted Beaverdam Brown.

9.1.10 Bathroom Exhaust Venting

Bathroom exhaust must be expelled to the outside by piercing an exterior wall at a grill placed near the roofline at least three feet from any other vent, gable or window. A screen behind the grill will prevent insects and birds from nesting. The preferred exit site of the conduit is through the siding of the common wall above the firewall. An alternative exit location is through the siding of the wall above the deck near the roofline.

SPECIFICATIONS

9.1.11 Front Entry and Deck Lighting

As deck and front entry lighting fixtures become unrepairable and replacement parts for key elements like the glass globes become obsolete, these fixtures may be replaced with one of those listed below. If replacing a deck fixture, all deck fixtures must be replaced at the same time to retain a unified look to the unit. The same is true when replacing front entry lights.

The lights at the front of the garage are not a unit owner item of responsibility. These lights may not be replaced by the unit owner. The association maintains, repairs, and replaces the light fixtures at the front of the garage.

Front Entry Replacement Light Fixtures:

1 Light Outdoor Wall Lantern (9KR0V)

Christie's Lighting (christieslighting.com)



Brighton 1-Light Outdoor Wall Lamp in Smoked Bronze (9M2WT)

Christie's Lighting (christieslighting.com)



SPECIFICATIONS

Quoizel MBH8407K Marblehead Single Light 11”
build.com



Kichler 49721WZC Beckett 1 Light 2 inch Weathered Zinc Outdoor Wall
kichlerlightingexperts.com



SPECIFICATIONS

Deck Replacement Light Fixtures:

Kirkham 1 LIGHT WALL MOUNT (RXAH)
Christie's Lighting (christieslighting.com)



Sodor LED Outdoor Wall Light (LCZY5)
Christie's Lighting (christieslighting.com)



SPECIFICATIONS

9.2 Common Alteration Items

These alterations do not have specifications but do have some general guidelines that must be followed. **An Alteration Request must be submitted to the Board**, which will approve or reject the request on a case-by-case basis. **Prior approval from the Board is required before the work on these alterations can be started, and Owners are responsible for all repairs and replacements.**

9.2.1 Planters

Moveable custom-made planters may be installed on deck railings if they are stained the same color as the railing and are stable enough to resist dislodging by animals and people. The base of the planter must be about one inch above the railing to allow for water drainage. We suggest planters installed on deck railings be no longer than 36” to make it easier for the owner to remove them when the deck is stained. Another option is a moveable plant holder that is hung on the rail. At the Resident’s expense, our Maintenance Contractor can design and construct planters. Below are three views of the same planter.



SPECIFICATIONS

9.2.2 Windows

Muntin bars or grids are not allowed in the windows. Replacement windows must match the style of the existing windows, and the cladding color must match, or come close to matching, the siding stain. There are no specifications for the size of the sill.

The original windows were made by Malta and are no longer produced. Plastic/vinyl components of the original windows may be cleaned using Armor-All. The sash units (the moving portion with glass) can be replaced if you know the code and the visible glass dimensions. The code is found on the aluminum spacer between the two panes of glass. Wholesale Glass can replace the glass. The frame may also be replaced. Newer sash units and frames have better weather-stripping, too. Asheville Window and Door (in Arden) has made replacement sash for the original windows.

Other manufacturers of windows that have been reviewed or approved in the past include:

<u>Manufacturer</u>	<u>Cladding Type</u>	<u>Color(s)</u>
Anderson	Vinyl	Terratone/Sandstone
Jeld-Wen Caradco	Aluminum	
Golden	Aluminum or Vinyl	Taupe/Sable
Lincoln	Aluminum or Vinyl	Beige/Bronze
Pella	Aluminum	Auburn Brown/French Roast/Brown
Pella (Impervia)	Fiberglass	Brown
Marvin	Aluminum	Pebble Gray
Marvin (Infinity)	Fiberglass	Pebble Gray

9.2.3 Patio Doors

Muntin bars or grids are not allowed in the patio doors. Replacement doors must match the style of the existing doors, and the cladding color must match, or come close to matching, the siding stain. Doors may be either hinged or sliding doors. Refer to the list of window manufacturers from Section 9.2.2, Windows for acceptable patio door manufacturers.

At the Resident's expense, our Maintenance Contractor can replace damaged screens as long as the remainder of the screen door is in good condition — see Section 9.2.5, *Screens for Patio and Sliding Doors*.

SPECIFICATIONS

9.2.4 Front Entry Door and Other Windowless Doors

Replace these doors with one that matches the existing door in style (six panel) and material (wood). The exterior of the door must be stained the same color as the siding (Beaverdam Brown) unless an approved alternative is chosen (see below). Note that doors with the siding color are painted by BRCA when the entire Unit is periodically repainted.

The following three colors are approved alternatives to Beaverdam Brown, provided the Owner agrees in writing to bear all costs associated with painting the door one of the colors listed below. The Owner(s) must also agree **in writing** to repaint the door at the same time as the Unit is scheduled for repainting, at their expense, and convey this agreement to new buyers of their Unit, or repaint the door Beaverdam Brown at the buyer's request **prior** to closing.

Approved Front Door Colors in Flat (**no gloss or semi-gloss sheens are permitted**):

Sherwin Williams	SW 7645	Thunder Gray	(278-C1)
Sherwin Williams	SW 7675	Sealskin	(277-C7)
Sherwin Williams	SW 7083	Darkroom	(227-C7)

In order to facilitate hardware choices made within the interior of the Unit, hardware exposed to the exterior may be of any factory finish.

9.2.5 Screens for Patio and Sliding Doors

Plastic/vinyl components of the original screen windows may be cleaned using Armor-All.

In most cases, the existing doors can be re-screened, and the rollers can be replaced (no Alteration Request is needed; you may hire our Maintenance Contractor to do these).

If a replacement is required, a universal screen door in a bronze color is the only available alternative, but be certain that it is the correct size before submitting an Alteration Request and ordering the screen door.

Other screen products that have been reviewed or approved in the past include:

Stowaway retractable screens, Stoett Industries, www.stoett.com.

9.2.6 Light Globes

The round, clear glass globes protecting outside entry and deck lights come in many sizes — be sure to measure an existing globe's diameter and fitter (where it fits into the fixture) to obtain a matching size. The Nightscaping/Electric Committee has a census of which sizes are used on each Unit and may be able to provide you with one at cost.

Light globes that have been considered in the past have been found at:

Savta Lighting Company, 773-539-7910, www.mylampparts.com.

(7" ball w/3.25" fitter, part #SL41429; 8" ball w/4" fitter, part #SL41404)

SPECIFICATIONS

9.2.7 Entry Steps

The following standards must be met when entry steps are replaced:

Riser heights, tread depths and consistency between all riser heights must be within the limits specified by the current North Carolina building code. The Association recommends 7 1/2" riser heights, at least 12" treads and no greater than 3/8" difference between riser heights (these are consistent with, or better than, the NC building code).

Stone and mortar used on the steps must match, or come close to matching, the existing entry stone and mortar in color and texture.

The concrete base of the steps must be anchored (with reinforcing bars) to the entry area's foundation to prevent future settling of the steps independent of the Unit.

The amount of sidewalk that needs to be replaced, if any, is the contractor's decision **in consultation with the Building Maintenance Committee**. Removal of any portion of the sidewalk will be paid by whoever is funding the step replacement (i.e., Owner or Association).

If an entry railing is present, the contractor replacing the steps will remove the railing if necessary and, if the railing configuration still "fits" the new steps, will reinstall the railing in its previous location.

If the new steps require a different railing configuration, the owner is responsible for the cost of such fabrication and installation of the new railing.

9.2.8 Walkways / Paths

Owner initiated installation of a walkway (or modification of an existing walkway) to the rear or lower level of a Unit requires submission of a Landscape Alteration Request for approval before work begins.

9.2.9 Deck Stairs

Existing deck stairs may be eliminated in favor of extending deck surfaces. New stairs to grade, in conjunction with these deck expansions, will be considered on a case-by-case basis, taking into consideration proximity to neighbors and established landscaping and hardscaping. The general limit is 15% expansion of the established footprint of the deck. All deck alterations require submission of an Alteration Request through Condo Control, or by an AR form.

9.2.10 Expanded Patios

Existing grade level concrete patio surfaces may be expanded by up to 100% of their originally installed area, and up to the limits of the overhead deck construction. All patio alterations require submission of an Alteration Request through Condo Control or an Alteration Request form.

SPECIFICATIONS

9.3 Stains and Paints

9.3.1 Deck Stain

Super Deck 9600
Purchase at: Sherwin-Williams
Color: Beaverdam Brown (see formula, below)
Guarantee: 5 years
Location: Deck floor, railing cap,

9.3.2 Siding Stain

Super Deck 9600
Purchase at: Sherwin-Williams
Color: Beaverdam Brown (see formula, below)
Guarantee: 15 years
Location: Siding, trim, pickets, posts, support structures and gutters

9.3.3 Foundation Stain

Same as siding stain, above

9.3.4 Paint for Non-Wood Areas

Sherwin-Williams **Superpaint** Exterior Acrylic Latex **Paint**
Color: Beaverdam Brown (see formula, below)
Location: Metal garage doors or other non-wood areas

9.3.5 “Beaverdam Brown” Color Formula

<u>CCE*ColorCast</u>	<u>OZ</u>	<u>32</u>	<u>64</u>	<u>128</u>
Y3 Deep Gold	12	1	-	-
B1 Black	10	30	-	-
R2 Maroon	2	11	-	-
W1 White	6	8	-	-

10 ROOF REPLACEMENT CRITERIA

Definitions:

- Re-roofing** replacement of the entire roof on all Units comprising a single Building including roofing over bay windows.
- Partial re-roofing** extensive repair to a section, valley, or cricket based on BMC-documented data and inspection.

Re-roofing consists of:

- Removal of all existing shingles and felt underlayment
- Replacement of wood sheathing substructure where stability or deterioration warrants
- Installation of ice and water shields in valleys above garage and any other areas where they are needed
- Installation or replacement of sheet metal Flashing where needed
- Replacement of leaking or about-to-fail roofing fixtures (fans, skylights, etc.), some of which may be the Owner's responsibility
- Installation of new lead Vent pipe Boots around all Vents and other roof protrusions
- Installation of new felt underlayment and architectural shingles
- Replacement of all Ridge Vents with new ones
- Removal of all debris and roofing nails from gutters and adjacent grounds
- Disposal of all debris and old material at an appropriate landfill site

The Board of Directors, through the BMC, will authorize re-roofing. In making its determination, the BMC may, with Board approval, consult with a professional roofer and/or a qualified, licensed civil engineer. A professional roofing contractor with Liability and Workmen's Compensation insurance will perform the re-roofing under the BMC's supervision.

Re-Roofing Criteria

Five criteria will be considered to determine whether a roof needs replacement. Buildings that meet one or more of the following criteria will result in a Board recommendation to re-roof:

1. **Two** or more Building Maintenance Reports (BMRs) during a twelve-month period describe substantial roofing problems (e.g., interior evidence of rainwater leakage; loss of shingles due to cracking, loss of flexibility and weather conditions; leakage in valleys or soffits due to poor initial installation of Flashing); **and**, the BMC determines that further repairs or partial re-roofing would not likely correct the problem; **or**, that efforts to make any further repairs to the roof would not be an efficient use of Association resources.
2. A Preventive Maintenance Inspection (PMI) Record recommends that the roof needs a Roofing Contractor inspection based upon direct observation by the BMC's Maintenance Contractor; **and**, the Roofing Contractor's inspection determines the roof needs to be replaced as soon as possible. To receive such a recommendation, roofs must include **three (3) or more** of the following conditions:
 - a. Roofing nails protruding through shingles.
 - b. Multiple fragmentations of shingles.

ROOF REPLACEMENT CRITERIA

- c. Unstable substructure wood sheathing (loose, warped, improperly nailed) contributing to deterioration resulting from rainwater penetration and/or retention.
 - d. Shingle cracking, loss of flexibility or curled tips due to age and/or severe weather exposure.
 - e. Exposed shingle core asphalt due to loss of surface granules.
3. **Three (3) or more** of the above criteria (in item 2) are partially met **and** any one of the following conditions holds:
- a. The age of the roof is greater than its life expectancy minus five years **and** the Roofing Contractor's inspection determines the roof needs to be replaced as soon as possible.
 - b. The BMC determines that the Building's roof is subjected to severe weather-related stress contributing to failure prior to the manufacturer's shingle life expectancy.
 - c. The Roofing Contractor can no longer correct the conditions and a complete re-roofing is the most practical and cost-effective resolution.
4. Irreparable damage has resulted from extraordinary winds, fallen trees, or other acts of Nature that meets criteria established by the Association's insurance provider.
5. Other extraordinary circumstances recommended by the BMC and/or the Board of Directors determined to be in the best interest of the Association.

Re-Roofing Specifications

Re-roofing a building will typically include:

- 30-year, 15# felt underlayment over the complete roof system;
- 30-year architectural fiberglass/asphalt shingles with high wind rating;
- Disc-sealed roofing nails;
- Aluminum Flashing;
- Ridge Vents on all ridges;
- Corrective action for any damage to the Unit interior resulting from re-roofing; and
- Multi-year material warranty by the manufacturer and a labor warranty by the Roofing Contractor, which includes repair of interior damage due to the re-roofing process (e.g., broken globes, ceiling lights that fall, etc.) or rainwater leakage through the roof due to the installation.

Unit Owner Disagreement with a Re-Roofing Decision

If a Unit Owner disagrees with the BMC's decision that the Building's roof does **not** warrant re-roofing because it does not meet one of the five criteria listed above, the Unit Owner may, within 30 days of learning of the BMC's decision, request the Committee to reconsider its decision. If the Committee affirms its original determination, the Unit Owner may, within 30 days of the Committee's decision, appeal the decision to the Board. The Board will then consider all of the circumstances and reasons why the Unit Owner believes the Committee's decision was wrong. The Board will advise the Unit Owner in writing of its decision.

11 FORMS

The following forms and others are available at the Gazebo **and** from the Beaverdam Run website: BeaverdamRun.org

11.1 Building Maintenance Request (BMR)

This form may be found in the *Maintenance Request* mail slot at the Gazebo or on the Association's website (online submission or download). Online submission allows attachments such as photos. Downloaded forms should be printed and placed in the *Maintenance Submit* mail slot at the Gazebo.

Forms are found using the menu Residents Only -> Resident Documents -> Forms

11.2 Alteration Request (AR)

This form may be found in the *Alteration Request* mail slot at the Gazebo or on the Association's website (download only). Downloaded forms should be printed and the completed form placed in the *Alteration Submit* mail slot at the Gazebo.

The Architectural Standards Committee is available to assist you with your request. The current Chair of that committee may be found on the Association's website or in the BRCA Committees list within the Beaverdam Run Handbook.

