



OLDE IVY AT VININGS

TOWNHOME MAINTENANCE GUIDE

by

Olde Ivy at Vinings Townhome Association

with assistance from the

Olde Ivy Infrastructure Committee and Communications Committee

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Under the Auspices of the Townhome Association Board of Directors



Purpose and Intended Readership

This document was written primarily for owners of Townhomes at the Olde Ivy at Vinings neighborhood. It is intended to emphasize and to clarify the delineation of the respective maintenance responsibilities of Townhome owners and of the Townhome Association.

The maintenance obligations of ownership are authoritatively defined by the Townhome Association governing documents as filed with the county, and also by any additional rules and resolutions enacted by the Townhome Board of Directors.

This document adds discussion and examples to clarify the responsibility for upkeep of various building component maintenance items and also offers recommendations and suggestions of good practices beyond the formal responsibilities.

It may be of interest to non-owner residents, and possibly to others, to the extent that an owner has delegated or assigned a maintenance responsibility to them.

Document Licensing and Attribution



The author of this work is the Olde Ivy at Vinings Townhome Association. The Olde Ivy Infrastructure Committee and the Communications Committee provided substantial assistance.

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Disclaimers

Advice and information in this guide is intended to supplement, rather than replace, the association's governing documents and policies. This guide offers neighborly advice but does so with **no authority. In the event of any difference or discrepancy, the governing documents (as filed with the county) and the Association's policies (as determined by the Board of Directors) are authoritative and prevail.**

Many common maintenance activities are well documented online and elsewhere. Those are not described here. (A dripping faucet or running toilet at Olde Ivy is no different from the same item in any home: it's a task for Do-It-Yourselfer or a privately contracted plumber or handyman.)

Some information in this guide might apply to Manor and Condo unit owners as well, but there are important differences. *Don't assume this information applies to other Associations.*

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Introduction

Of the 295 residences in the *Olde Ivy at Vinings* community, 120 are Townhomes. The Townhomes were built in phases, starting in the year 2000. Designs are based on a handful of distinct floor plans, but themed variations, customizations, and options chosen at the time of construction mean that each Townhome is unique.

Within the townhome association, 24 of the 120 Townhome units are larger layouts with enclosed courtyards. For want of any better name, these 24 units are designated “Courtyard Townhomes.” They have larger and more complex roof structures and a history of correspondingly higher maintenance costs than the other townhome units in the community, so, beginning in 2015, owners voted to separate the reserve and maintenance accounting of the 24 Courtyard units from the other 96 Townhome units. Other than separate accounting, maintenance policies for the two styles of homes are largely the same.

For both types of Townhomes, adjoining units that share common walls or roofs comprise a *Townhome Building*. Buildings include as few as 3 or as many as 9 separate residences or “units”. Some maintenance operations (such as painting exterior trim or shingling a roof) are typically performed for an entire *building* as a single maintenance project.

Each owner of a Townhome at Olde Ivy is a member of the Townhome Association, which governs many aspects of Townhome living and carries responsibility for certain maintenance.

The *Townhome Association*, the *Manor Association*, and the *Condo Association* are the three residential Associations that belong to the *Olde Ivy Neighborhood Association*. (The two other residential Associations aren’t directly involved in Townhome maintenance, but sometimes there is coordination between them. The Neighborhood Association handles landscaping and maintenance of amenities, as well as roads, curbs, and sidewalks throughout the neighborhood, for the benefit of all three residential associations.)

As the Townhomes have aged, the Boards of Directors and individual property owners have accumulated significant experience with maintenance. This guide attempts to collect and share knowledge and experience to provide helpful information, advice, and assistance to Townhome owners.

Please send suggestions for improvements to: Communications@OldeIvy.Org.

Responsibility for Maintenance

The Introduction mentions three tiers of organization at Olde Ivy: the Neighborhood Association, the Townhome Association, and the Townhome Owner. Each entity has some responsibility for maintenance. This is a bit different than conventional homeownership or apartment rental, so it’s worth a quick review of the different entities involved in maintenance, and which is responsible for what.

The Townhome Association’s governing documents – the Declaration (including the Bylaws) that are filed with the county – delineate maintenance responsibilities for Townhome maintenance items. They list various responsibilities of the Townhome

Association; some Owner maintenance responsibilities are specifically listed; by default, other (unlisted) maintenance items are categorically assigned to the Owners.

The Owner is also ultimately responsible for the actions of any guest, agent, tenant, or visitor (including hired personnel such as cleaning staff, tradesmen, contractors, etc.)

The following table offers a summary. *See the Appendix for clarification between certain hardscape terms like “Walkways” versus “Sidewalks”.*

Entity	Summary of Maintenance Responsibilities
<p>Owner or Occupant of a Unit</p>	<p>Owners are responsible for maintenance items specifically listed as Owner Responsibilities, and also responsible for all other items that are not specifically listed as a responsibility of the Townhome or Neighborhood Associations. “The buck stops with the Owner.”</p> <p>Examples of owner responsibilities include: HVAC equipment (inside and out), footings and foundations (including waterproofing), interior plumbing including hot water heater and PRV (Pressure Regulator Valve), outside hose bibs, outside pipes that serve only a single unit, walkways, steps and stoops, doorframes and doors (including any screens, glass, and associated hardware), window frames, window screens and glass, mailboxes, garage door openers, landscaping within patios, planters or courtyards (if any), and exterior lighting fixtures, pipes and utilities for a single unit.</p> <p>Of course, installed items such as washers, dryers, kitchen appliances, wall and floor surfaces, window treatments, interior fixtures and furnishings, are also Owner responsibilities.</p> <p>An Owner is ultimately responsible for fulfilling Owner maintenance responsibilities, irrespective of any agreement to transfer, delegate, or assign those responsibilities to another party. For example, if a lease agreement holds a tenant responsible, the owner is still accountable if the tenant fails to comply.</p>
<p>Townhome Association</p>	<p>Items specifically listed as Association responsibilities in the governing documents.</p> <p>Examples include: All exterior building surfaces with the exception of hardware and glass (excluding waterproofing of foundations), driveways (pads), decks, patios, roofs, downspouts and gutters, garage door surfaces (not openers), water meters, underground pipes serving multiple Townhome units, and Townhome Common Areas.</p>

Neighborhood Association	<p>Items specifically listed as Neighborhood responsibilities in the governing documents.</p> <p>Examples include: main roadways, parking areas, curbs, sidewalks (not driveways, walkways, steps, or stoops), street signs, neighborhood entrances and exit structures, retention basins or areas, guardhouse, clubhouse, pool area, nature trail, fitness center, water and sewer pipes serving Neighborhood facilities or serving multiple Associations, and any other Neighborhood Common Areas.</p>
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Notes:

- Before making *any modification that is visible* from outside a unit the Owner must obtain prior written approval from the Architectural Standards review body (see below).
 - The Townhome Association maintains an easement providing access to Units for performing maintenance.
 - If an Owner fails to fulfill maintenance obligations, the Townhome Association can – under certain circumstances – perform maintenance at the Owner’s expense.
 - If an Owner modifies any maintenance item for which the Townhome or Neighborhood Association is responsible, the Owner must notify the Association immediately, and the Owner is responsible for bringing the item into full compliance with the Association’s maintenance standards. The Association may elect to bring the item into conformance itself, and assess the Owner for the costs.
 - If an Owner causes or permits damage or disruption of a Townhome Association or Neighborhood Association maintenance item (directly or indirectly, by action or by inaction), then the Owner is responsible for repair and restoration of the item.
 - If an Owner causes or permits damage or disruption to another unit, the responsible Owner may be liable for damages to the other unit.
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Architectural Standards: Prior Review and Approval

Any change visible from outside requires prior written approval by the Architectural Standards authority. This is true even when maintenance is specifically listed as an Owner responsibility. (For example, replacing windows or doors.)

In theory, both the Townhome Association and the Neighborhood Association would establish separate Architectural Standards authorities, typically as standing committees, with the Townhome authority being subordinate to the Neighborhood authority. In practice, the respective Boards of Directors usually assume the roles of the Architectural Standards authorities and the Neighborhood Board decides most applications.

The Architectural Standards authority is charged with preserving the visible character and quality of the neighborhood, and to ensure that aesthetic, safety, and construction standards are met, including during the course of maintenance. (Applicable building codes also govern construction.)

It should be noted that exterior painting and staining are the exclusive responsibility of the Townhome Association. Owners are not permitted to paint or stain exterior walls, doors, windows, decks, stairs or privacy fences except where repair or replacement is an owner responsibility. Even in such cases, paint or stain color and type must have approval of the Architectural Review Committee – color changes are not permitted.

Areas of Coordinated Responsibility

Certain maintenance projects create situations where Owner and Townhome Association responsibilities abut or even overlap. In these cases it is sometimes unavoidable that one party's maintenance may disrupt, damage, or displace the other party's maintenance item.

There are a few principles to keep in mind for these situations:

- Changes that are, or could be, visible from outside a Townhome *always* require prior approval from the Architectural Standards authority – even if they are mandated maintenance operations.
- If an Owner damages or disrupts an item that normally is maintained by the Townhome Association, the *Owner* is responsible for fully restoring the item – even though it is normally a Townhome Association responsibility. Any Owner restoration must satisfy the requirements of the Townhome Association.
- After an Owner restores a Townhome Association maintenance item in an acceptable way, subsequent maintenance of the item reverts back to the Townhome Association.

Consider an example: If an Owner replaces a door assembly, it might involve exterior trim and siding – the door is an Owner responsibility but the trim and siding are normally Townhome maintenance responsibilities.

Because the Owner maintenance disrupts a Townhome Association maintenance item (trim and siding) the Owner must restore to original condition items of the Townhome Association.

So the Owner would be responsible for replacing and painting trim and siding around the door. And, the Owner's restoration must meet the standards of the Townhome Association.

The Townhome Association reviews all restorations to:

- Ensure that the restoration comports with Architectural Standards – for both Owner and for Townhome maintained elements.
- Ensure compatibility between an Owner restored item and future Townhome maintenance activities.

(When an Owner restores an item that will subsequently become a Townhome Association maintenance responsibility, the Townhome Association needs **direct involvement** to ensure the restoration is in conformance with Association standards.

For example: Use of aluminum, vinyl, or certain factory coatings on replacement items can affect the choice of paint for subsequent painting.)

The only practical approach with adjacent maintenance responsibilities is *close cooperation throughout the project*. Owners should plan to involve the Townhome Association in prior planning, and in final acceptance of such work. *Be sure to allow extra time for this essential coordination.*

NOTE: When an Owner engages a contractor to undertake maintenance that may impinge on Townhouse Association maintenance items, the owner must inform the contractor of Association requirements and standards and the Owner assumes responsibility for the contractor's conformance to the Association requirements and standards. The Owner is also responsible for ensuring contractor compliance with all applicable codes, laws, and regulations.

Windows and Doors

Windows and doors – all glass areas and the surrounding frames and hardware – are Owner maintenance items. But because windows and doors are highly visible architectural elements, every operation requires close conformance with the Architectural Standards review process.

Furthermore, because the Townhome Association maintains exterior paint and trim, any significant window or door maintenance will require coordinated repairs of the Townhome maintenance items. *Discuss your maintenance plans with the Townhome Association, before undertaking any work.*

A closer look at Window Maintenance

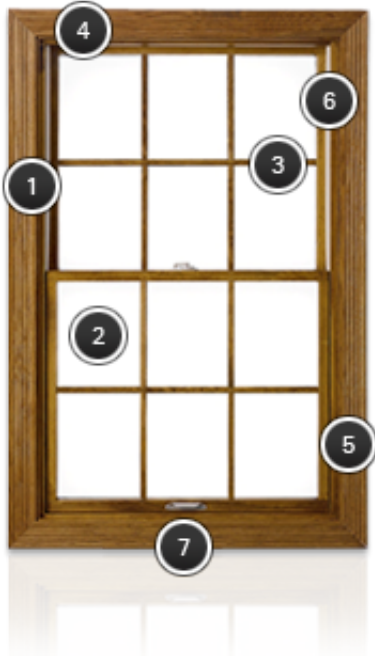
Windows have become surprisingly sophisticated pieces of technology with an important role. They contribute strong and subtle influences to interior and exterior design, play a critical role as protective elements against intrusion, have stringent code and safety considerations, and are major factors in HVAC load calculations – because of the “triple threat” of infiltration, conduction, and radiant energy transmission.

The material science used in modern window systems reflects that complexity. Window engineering considerations include glass formulations, surface coatings and tints, choices of inert gases as transparent insulation, need for high performance flexible seals across wide temperature ranges, and the myriad tradeoffs between mechanical and thermal properties of materials (e.g., wood versus aluminum or vinyl).

While consumers need not be engineers, they should understand that all these factors do make properly specifying window components surprisingly tricky. And most consumers should be prepared for “sticker shock” when considering significant window maintenance. It’s an area where a trusted contractor and quality suppliers can help.

See the appendix for an illustration identifying Owner and Association Responsibilities for Windows.

Sash and Frame Window Terminology



1. Window Frame

The members of the head, jambs and sill that form a precise opening in which a window sash fits.

2. Glass

Sheets or lites of glass within a sash.

3. Muntin

A bar that divides window glass into smaller panes. Sometime called a grille, grid, or windowpane divider. Some muntins are surface-mounted, and only appear to divide the glass.

4. Head

The main horizontal part forming the top of the window frame.

5. Jamb

The two main vertical members forming the sides of a window frame.

6. Sash

An assembly of stiles and rails made into a frame for holding glass (with or without muntins). Moveable sashes allow windows to open.

7. Sill

The main horizontal part forming the bottom of window frame.

[Not shown] Weather-stripping

Weather-stripping can be added, typically under or around sash assemblies, to help eliminate air infiltration.

Exterior Appearance of Windows and Doors

Recalling that any change visible from the outside of a building requires prior approval from the Architectural Standards entity, keep in mind that Windows and Doors are an important case in point.

Don't overlook these important considerations when specifying windows and doors:

- Muntins (separators between panes) differ in number, dimensions and profile, as well as location (atop, between, or extending through the glass panes)
- Mullions (separators between window units of a multi-window panel) also vary in size and shape/profile.
- Tint – the number and type of glass sheets in a pane, as well as any specialized coatings, influence the tint of a window. Low-emissivity double-pane glass looks quite different than a single pane of ordinary glass. These differences become glaring when windows with different tints are located in the same wall. *Plan to match all glass in a wall.*
- Material – vinyl window elements sometimes offer lower cost than wood or aluminum, and offer low maintenance, but vinyl is not as strong/stiff as other materials so vinyl sash elements may be *wider* than usual. This changes overall proportions and reduces the glass area. So many vinyl windows do not match the neighborhood standard, and will not satisfy the Architectural Standards review. Wood, vinyl clad, aluminum, and mixed construction windows each need review and approval on a case-by-case basis.
- Interior Window Covers (curtains, blinds, etc.) are also visible outside a unit; guidelines stipulate that they should appear **white** when viewed from outside (opaque white linings permit use of interior patterns and colors). Aluminum foil must not be visible in windows.

Common Window Maintenance Activities

Problem	Typical Remedy	Work done by
Windows stick	Clean slides and tracks, lubricate edges with clear lubricant such as paraffin or silicone lubricant.	Owner or handyman
Windows are drafty	Replace weather-stripping	Owner or handyman
Screens are damaged	If frames are sound have new mesh installed, else replace screen. Mesh and frame must match the original color. Mesh should not be patched.	Hardware store or handyman
Windows painted shut with interior paint	Painter provides solution	Painter, handyman, owner
Windows painted shut with exterior paint	Painter provides solution	Contact Townhome Association
Window is fogged between panes (due to seal failure)	Sash-pack replacement. (Some windows also permit separate glass replacement, but many do not.)	Professional window contractor or skilled handyman
Glass is cracked or broken	Replace glass and reinstall grill, or replace sash	Professional window contractor or skilled handyman
Sashes don't fit securely within frames	Sash-pack replacement, or full window replacement	Professional window contractor or skilled carpenter
Exterior sill has rotted	Replace sill, or full window replacement	Skilled carpenter or Professional window contractor
Window provides insufficient insulation	Sash-pack replacement, or full window replacement	Professional window contractor or skilled carpenter

Sash-Pack Replacement (Replacement Window)

This is sometimes erroneously described as a “Replacement Window” but should not be confused with a Full Window Replacement.

A sash-pack replacement re-uses the existing window frame elements of Header, Jambs, and Sill, and also leaves interior and exterior trim in place.

A sash-pack replacement does completely replace upper and lower sash assemblies with their glass and grills. It also typically replaces the tracks or glides in the jambs of sash windows.

Note that sashes include both interior and exterior surfaces. The exterior surfaces are visible outside (and also may subsequently be painted by the Townhome Association). So, the choice of material (aluminum, clad wood, etc.) must have prior approval by the Townhome Association.

Full Window Replacement

A full window replacement is a replacement of the entire window assembly (including Header, Jambs, and Sill as well as sashes) – all the way down to the rough opening. A full window replacement invariably involves modification to exterior trim and possibly to exterior flashing and siding. Interior trim, wall paint, window treatments (blinds, curtains, etc.) and interior trim will also be affected.

Full Window Replacements are substantial renovation projects. Don't underestimate their cost, complexity, and affect on residency. Of course they require prior approval from the Architectural Standards body.

Exterior Maintenance Items

Dryer Vents and Vent Covers

Townhome owners are responsible for keeping clothes dryer vents and their exterior terminations cleaned and clear of debris. Even a partially obstructed vent reduces clothes dryer efficiency, and increases air conditioning load. **A blocked vent creates a serious fire hazard.**

Townhome dryer vents emerge through external vent covers. Over the years, these can be damaged by long-term effects of UV sunlight or by wind gusts, and some simply deteriorate with age to a point where they need replacement. **We've discovered that an uncovered dryer vent opening is an attractive site for birds to nest.** And bird's nests typically block vents – creating a fire hazard.

Townhome owners should arrange for periodic cleaning of their vents, and for inspection and repairs of the vent covers as needed. You can search the web for “clothes dryer vent cleaning” to find a vendor. If you prefer a recommendation, email TownhomePM@OldeIvy.org.

Mailboxes

While the Townhome Association retains the *right* to maintain mailboxes, it is not obligated to do so. It generally delegates *responsibility* for routine maintenance to the Owners.

Because mailboxes are visible outside features, the preservation of Architectural Standards is an important consideration. Painting, numeral reinstallation, and part replacement must maintain an **exact match**.

Many residents elect to have Mailbox maintenance from a local vendor who specializes in servicing neighborhood mailboxes and who knows how to maintain the exact match. At various times the Townhome Association has negotiated a group rate for mailbox refurbishing.

Contact the Townhome Association property manager (TownhomePM@OldeIvy.org) to see if there is a recommended vendor and/or a group rate in effect.

Garage Doors

Garage door opener mechanisms are Owner responsibilities. But the surfaces of garage doors are a Townhome Association maintenance responsibility. Even so, the doors in use at Olde Ivy require no regular maintenance – except when damaged or dented. And (unless the damage or denting was caused by an Olde Ivy agent) damage means the **Owner is responsible for restoration** of dented garage doors.

Since garage door repair involves both the Owner and the Townhome Association, close coordination is suggested. Contact the Townhome Association Board to discuss maintenance before starting any repairs.

Internal Maintenance Items

Pressure Reducing Valves for Water Pressure

Normal water pressure in a residence is generally 60 to 80 PSI, and many appliances are not designed to handle pressures above 100 PSI. Townhomes utilize a Pressure Reducing Valve (**PRV**) to regulate curbside water pressure (sometimes near 200 PSI) to safe and practical levels.

Each Townhome has its own PRV to reduce water pressure from excessive neighborhood levels to safe household levels. These regulators are designed to last for years, but they do wear and sometimes fail. **The PRV is an Owner responsibility.**

PRV replacement is a relatively inexpensive repair, but damage from unregulated pressure can do serious and expensive damage to several other components in the home.

When a PRV fails, it typically delivers full (unregulated) water pressure inside the home. Over time this can cause flexible tubing around washers, dishwashers, icemakers and such to burst; it can damage appliances, and sometimes contribute to the emergence of pinhole leaks in metal pipes and fittings.

Insurance companies identify water damage from leaks as a major cause of significant loss to homeowners, causing more damage than fire. In previous years, **Olde Ivy has previously experienced significant water damage due to leaks.** But the incidence of leaks at Olde Ivy was significantly reduced when we began actively testing PRV functioning.

How can you tell if your PRV is failing? Test it. A PRV test is easy – a small pressure meter is attached to any hose spigot and can quickly give a reading of the current water pressure. Usually a reading can be made outside the home, at a hose bib, or at the washing machine hose attachment point, or at the base of a hot water heater. It is recommended that you check your water pressure annually.

Community water pressure varies throughout the day, and tends to be highest during periods of low demand (e.g., after midnight). Use a pressure gauge that records the highest pressure

encountered, and monitor pressure overnight. Properly regulated pressure inside a Townhome should never exceed the normal household level (typically about 60-70 psi).

Email Water@OldeIvy.Org to arrange for a test; we can loan you a meter and may even be able to offer assistance in using it.

(If your pipes begin to be noisy with bangs or clanks, if toilets suddenly start to run, or if you notice a sudden increase in the rate of water flowing from fixtures, be sure to check your water pressure. Unregulated pressure is an *urgent* problem, if discovered it should be corrected immediately.)

If you do find high pressure inside the house, the PRV is most likely the problem. Although PRVs can be adjusted, we've discovered that once they start delivering high pressure they generally need to be *replaced*. (Sometimes failures are intermittent, providing some regulation while water is flowing but allowing pressure to rise to dangerous levels when no water is flowing.)

A qualified plumber can replace a PRV; labor costs vary, but replacement parts typically cost between \$35 and \$75 and the job can usually be done in under an hour. (Sometimes locating the PRV in the house is tricky; the plumber can help.)

Note: If your PRV has failed, have the plumber check the functioning of your hot water Expansion Tank as well (see below). Exposure to unregulated water pressure can cause failure of the Expansion Tank, which will cause problems later.

Hoses and Tubes Supplying Water to Appliances

Even when water pressure is properly regulated by a PRV (see above), the flexible hoses that supply water to washing machines, dishwashers, icemakers and similar appliances are frequent causes of leaks, which can result in severe water damage.

Many experts recommend replacing these hoses every 5 to 10 years. But inspection for hairline cracking or aging rubber is worth doing annually.

Steel jacketed tubing, and some modern plastics, such as cross-linked polyethylene ("PEX") can last longer than 10 years. If you have rubber hoses, consider replacing them with long life appliance hoses (available at home stores).

Hot Water Heaters

Olde Ivy Townhomes were completed as early as 2000, and most included "builder grade" hot water heaters. The typical life for a builder grade hot water tank is 6-9 years. **Any townhome with its original hot water heater is on borrowed time.**

A common mode of failure for a gas hot water heater (and some electric water heaters) is to slowly rust from the inside, and then to develop one or more pinhole leaks. Once a rust spot penetrates the lining, a pinhole leak can quickly (even immediately) enlarge to become a major leak. An unrestricted leak is equivalent to opening a water pipe and letting the full force of local water pressure flood the residence.

Sometimes external signs of rust may be visible on inspection, but sometimes not.

Failure of a hot water heater is one of the most common and costly sources of water damage in townhomes. Damage can be catastrophic - especially for water heaters located in or above finished areas. (Finished area installations are common at Olde Ivy.)

Perhaps the best approach to Water Heater maintenance is to plan to replace a water heater *before it fails*. It's important to know the age of a Hot Water Heater, and also the projected life expectancy of that unit. Hot Water Heaters sold in appliance stores offer a choice of “nominal” lifespans of 6, 9, or 12 years. While these tend to be conservative estimates, they are generally not guaranteed, and eventually they will fail.

Given the age of the Olde Ivy neighborhood, even Townhomes that have already had their Hot Water Heaters replaced may be due to have them replaced again. We recommend that each Owner know the date of installation and nominal life expectancy of the Hot Water Heater. Then plan to replace the device *before* it fails.

If you wish some additional peace of mind, consider using an inexpensive “water bug” – a small electronic moisture sensor that sounds an alarm if moisture is detected under the Water Heater (often an indication of a pinhole leak developing).

More elaborate devices are available to automatically cutoff the water supply upon detecting a leak. These can be used at the Hot Water Heater, Washing Machine, and other leak-prone areas.

Some Owners simply shut off the water heater and the main water supply before an extended absence, providing easy protection against the major sources of water damage. That's a recommended practice.

Caution: Never leave the hot water heater on with the water shut off.

Expansion Tanks

Olde Ivy Townhomes should have an **Expansion Tank** near any conventional water heater (tankless water heaters may not require them).

Even experienced homeowners may not be familiar with expansion tanks. They aren't common in older homes – built before county plumbing codes mandated use of check valves*. But Olde Ivy residences with tank water heaters have (or should have) Expansion Tanks. (An Expansion Tank is a bulbous plumbing fixture with only one pipe going into it. It is roughly the size of a gallon jug, and often located in the ceiling directly above a Hot Water Heater. At Olde Ivy, they are frequently – but by not always – blue or white in color.)

Although they can last longer than Hot Water Heaters, Expansion Tanks can also fail. Failure of an Expansion Tank is often like failure of a Hot Water Heater – internal rust can

* Current Cobb County code requires a device called a “check valve” to prevent water in a residence from flowing backwards, thereby entering the public water supply system. Although Check Valves generally don't require regular maintenance themselves, they create the need for Expansion Tanks – and those do require occasional maintenance.

emerge to break through and cause a catastrophic leak. Expansion Tank function can also be compromised if the tank has been subjected to unregulated high water pressure.

Happily, replacing an Expansion Tank costs far less than a hot water heater – both the parts and the labor are much less expensive. But it's one more system component to monitor and maintain.

Many professionals recommend inspecting the expansion tank whenever the Hot Water Heater is inspected, and also replacing the Expansion Tank before it fails. Perhaps surprisingly, plumbers – when bidding on pricing for replacing a Hot Water Heater – rarely discuss Expansion Tanks. **Owners should discuss the condition of an Expansion Tank with any contractor who maintains the Hot Water Heater.**

Appendix A: Maintenance Responsibilities

Article V, Section 1, of the Declaration (the governing documents), as amended, effective 12 March 2003:

The Area of Common Responsibility shall be deemed to include the Common Property, all grass, landscaping and paving within the Community, and the following: (a) exterior surfaces of garage doors (but the Unit Owner shall be responsible for the operation of the garage doors), (b) all roofs, downspouts and gutters, (c) all exterior building surfaces with the exception of hardware and glass; provided, however, the Association shall not be responsible for waterproofing foundations either above or below grade, and (d) all driveways. Specifically excluded from the Area of Common Responsibility shall be the following: (1) walkways, steps, landscaping within patios, planters or courtyards, if any, of the Units, (2) HVAC or similar equipment located outside the Units, (3) all doors, including screen and storm doors, hinges, frames and door frames and hardware which are part of the entry system, (4) hose bibs contained in exterior walls of a Unit, (5) lighting fixtures pertaining to a particular Unit and being located outside an entryway or in a garage, (6) window screens, window frames and glass, (7) foundations and footings, including waterproofing, and (8) pipes which serve only one (1) Unit whether located within or without the Unit's boundaries. Upon resolution of the Board of Directors and approval of a Majority of the Total Association Vote, the Association may assume responsibility for providing additional exterior maintenance of a Unit.

The Association may, but shall not be obligated to, maintain, repair or replace, as necessary, all mailboxes or mailbox posts located within the Community. In addition, the Association shall have the right, but not the obligation, to maintain property not owned by the Association where the Board has determined that such maintenance would benefit all Owners.

Excerpts from Article V, Section 2 of the Declaration:

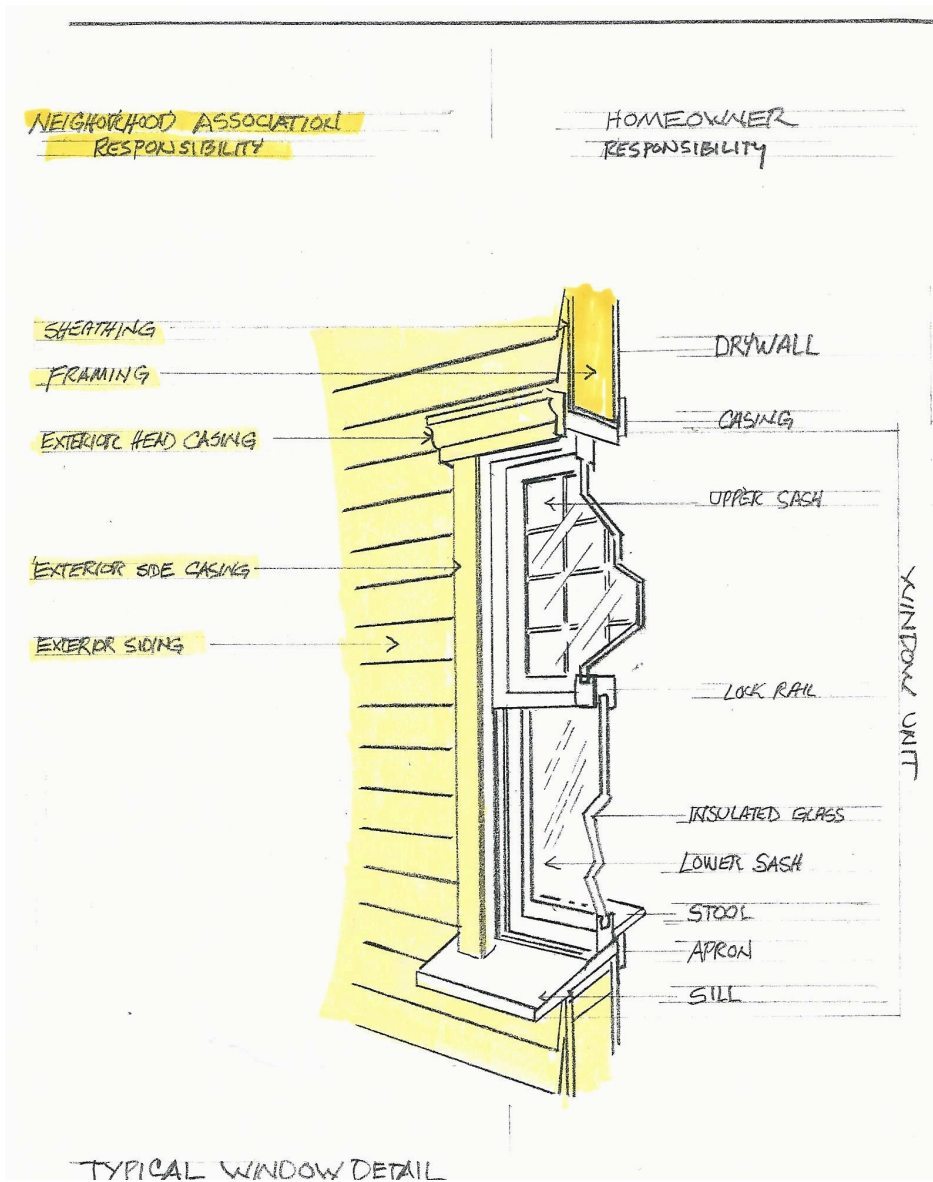
Except as provided in Section 1 above, all maintenance of the Unit shall be the sole responsibility of the Owner thereof.

Any maintenance which involves an exterior change ... shall require prior approval of the Board or its designee pursuant to Article XI of this Declaration.

Each Owner shall be obligated:

- (a) to perform his or her responsibility in such manner so as not to unreasonably disturb other persons in other Units; and
- (b) to promptly report to the Association or its agent any defect or need for repairs for which the Association is responsible.

Appendix B: Owner and Association Responsibilities for Windows



Tinted items are Townhome Association responsibilities, others are Owner responsibilities.

Appendix C: Example Maintenance Scenarios

Example 1: An Owner, after obtaining Architectural Standards approval, schedules installation of a Satellite dish on a Townhome roof by an installer from the satellite programming company. Years later, the owner sells the unit and the new owner elects to have the dish removed.

Given that the roof maintenance is a specific responsibility of the Townhome Association, which party is responsible for filling holes in the roof after the dish de-installation?

Since a Townhome Association item (the roof) was disturbed by or on behalf of an Owner (original owner), the current Owner (new owner) is responsible for its restoration. (A new buyer assumes maintenance responsibilities upon becoming the Owner.)

Example 2: An Owner, with prior approval from Architectural Standards, elects to replace a balcony door with a more energy-efficient model. In the course of removing the old door, exterior trim is removed or dislocated. Some trim is found to be rotted.

The door assembly is an Owner maintenance item, but trim is a Townhome Association maintenance responsibility. Who is expected to replace and paint the rotted trim?

The Owner is responsible for restoring any Townhome Association items damaged or disrupted on the Owner's behalf to their original condition. If no prior arrangement had been made, the owner is responsible for replacing and restoring the trim.

The Townhome Association would also have to review and approve all replacement trim – to ensure the color, contour, material, and method of attachment were acceptable.

As part of restoring original condition, new material must be primed and painted by the Owner to preserve appearance and to provide initial weather protection, and the Owner must also restore any incidental paint or structural damage caused in the course of the project.

Once the restoration is accepted by the Townhome Association, subsequent maintenance reverts to the normal division of responsibility for maintenance. **The Townhome Association would caulk, paint, and maintain the replacement trim going forward.**

However, if prior to starting maintenance the owner had notified the Association of the need for trim repairs and the Association agreed, then the two could coordinate and share the total costs of maintenance – saving the owner some expense.

Example 3: A driver dings an aluminum panel of a garage door. Since the exterior surfaces of garage doors are Townhome Association responsibilities, is the Townhome Association responsible for repair or replacement of the door panel?

The Townhome Association is responsible for *routine maintenance* (of which there is virtually none on aluminum door panels), but the Owner is responsible for *damage* during their ownership. So the **Owner** would be responsible for the repairs – including coordination with the Townhome Association.

What are the signs that windows or doors need maintenance?

Most common issues are:

- Sashes won't slide or seal properly – big energy losses
- Failure of the glass seal – turns hazy and no longer insulates well
- Sash or track damage – small air or water leaks around edges
- Rot of the window sill - wood feels spongy
- Damage to the frame – splits, rot, or broken elements

What are the most common types of significant window repair operations?

- **Sill replacement** requires custom-fitting a replacement sill into an existing window. The replacement must match the window detail contour, and this may also require replacing adjacent exterior flashing and trim.
- **Sash Pack installation** preserves the existing window frame (jambs, head, sill) but completely replaces the glass, muntins, and sashes as well as the small interior trim elements that keep the sashes in the tracks and provide balance or stabilization when sashes are opened. Typically inside and outside trim are not disturbed with a Sash Kit replacement, but because of allowance for new tracks, the glass area of the sashes is slightly reduced.
- **Full Window Replacement** – as the name suggests replaces the entire window assembly – glass, sashes, frame, interior and exterior trim and exterior flashing. It's comparable to a new construction installation, but actually a bit more involved because interior and exterior wall treatments are already in place.

What should I watch for with window maintenance?

All repairs must restore the original appearance of the window, including molding size and contour, grilles, color, style and other details. Watch for glass color and tint – even subtle color variations may stand out next to other windows in the same exterior wall. **Visible changes to any element require prior application and approval.**

The size, style, number and placement of the muntins/grilles is an important visual element. Grills situated between glass panes are not equivalent to through or surface-mounted grilles.

Vinyl sashes are generally not considered consistent with the architectural standard; some cladding surfaces are acceptable – obtain written approval for a specific product before proceeding.

Full Window Replacement will disturb trim and will often affect walls. **Plan to restore all exterior trim, flashing, caulking and paint (these must be restored completely by the owner, even those elements that are normally – and will subsequently become – Association maintenance responsibilities).**

Appendix D: Hardscape Feature Terminology

Term	Description of Hardscape Element
Main Roadways	Main Roadways are paved in asphalt, usually with adjacent concrete gutters and curbs.
Parking Areas	<p>Designated parking areas within the Townhome area are generally surfaced with brick pavers instead of asphalt, and sometimes have curb markings to indicate Guest Parking.</p> <p>Parking is also permitted along unpainted curbs – unless doing so would impede access by residents, visitors, through traffic, or emergency personnel (including fire and rescue), or is otherwise restricted.</p> <p>Parking is never permitted in areas with red curbs or fire hydrants.</p>
Sidewalks	Sidewalks are present along the Main Roadways along the main entrance face of most Townhomes. Sidewalks are constructed with tinted concrete and have a stamped paver pattern. Sidewalks sometimes traverse Driveways.
Walkways	Townhome Walkways connect a single residence entrance with a Sidewalk or Main Roadway. They are generally brick and mortar construction.
Steps and Stoops	Townhome steps and stoops are part of a main entrance approach to a single residence. They generally connect the main Townhome entrance with a Walkway, Sidewalk, or a Main Roadway, and are usually brick and mortar construction. Steps exceeding a certain height include metal railings.
Driveways (Pads)	<p>Most townhomes have poured concrete driveways between the Main Roadways and garage entrances. These are sometimes called Pads. (Driveways are not Patios.)</p> <p>Some Driveways are large enough to accommodate parking.</p>
Patios	Most Courtyard Townhomes have enclosed patio areas with pavers or concrete surfaces. Some non-Courtyard Townhomes have patios, typically under decks away from the street side.
Decks	<p>Most Courtyard Townhomes have wooden deck areas, many with wooden railings and wooden gates. Non-Courtyard Townhomes may have elevated wooden decks, railing assemblies, and wooden privacy panels, typically located on a building face opposite the main entrance.</p> <p>Balconies are not Decks.</p>
Balconies	A few Townhomes have doors on upper levels that open onto small balconies. Balconies are typically of steel construction.
Retaining Walls	Townhome Association Common Areas include some brick and mortar retaining walls. (The Olde Ivy Neighborhood Association Common Areas include some interlocking block retaining walls as well.)

Appendix E: Architectural Standards Review Process

Check with the Townhome Board for the current standards review procedure. Email TownhomeBOD@OldeIvy.Org