



<b>Chapel Villas - Maintenance Guidelines</b>			
<b>Area to be Maintained</b>	<b>HOA</b>	<b>Owner</b>	<b>Comments</b>
<b>Common Areas</b>			
Sidewalks in public right of way			N/A - Public sidewalks (parallel to public streets maintained by City of Noblesville
Asphalt Path in Common Area			N/A - Public path along Union Chapel Road maintained by City of Noblesville
Street and curb repairs/replacements			N/A - Public Streets maintained by the City of Noblesville
Underground Storm, Water and Sanitation Sewer Lines under Public sidewalks and streets			N/A - Underground drainage and water piping under public streets/sidewalks maintained by the City of Noblesville
Snow Removal from Public streets and sidewalks at 2" or greater accumulation	x		
Snow Removal from Sidewalks and front entry stoops to each unit at 2" or greater accumulation	x		
Pond chemical treatment and vegetation removal or drainage issues	x		
Entry features - monument sign, lighting, landscape beds and irrigation system	x		
C/A Turf mowing and maintenance, C/A seasonal clean up. C/A landscape bed maintenance including pruning of shrubs twice each year and trees (under 20' tall) once each year	x		
All Ponds and Drainage in common areas	x		
All Street signs and street lights	x		That are not covered by City of Noblesville
Cluster mailbox repairs	x	x	Owners are responsible for lock/repairs and keys
<b>Lots / Yards</b>			
Regular lot mowing, turf chemicals, and edging (edging is 6 times each season)	x		
Landscape bed mulching installation annually, pre-emergent and weeding ( up to 14 times per season)	x		
Trimming of foundation shrubs and yard trees (under 20' tall)	x		Shrubs trimmed twice a season, trees trimmed one time per season
Replacement of all shrubs or trees		x	

Snow plowing of private drives at 2" of accumulation or greater	x		No chemicals will be used by Association for ice removal and none are recommended to be used by owner. Damage caused by use of de-icers by owner will not be covered by HOA
Snow removal from unit sidewalks and front porch stoops at 2" of accumulation or higher	x		No chemicals will be used by Association for ice removal and none are recommended to be used by owner. Damage caused by use of de-icers by owner will not be covered by HOA
Driveway repairs and replacements	x		Based on condition and opinion of Board Owners negligence will be repaired and charged to them
Unit sidewalk repairs and replacements	x		Based on condition and opinion of Board Owners negligence will be repaired and charged to them
Screens installed by Owner after original construction	x	x	Painting will be done by Association as part of scheduled exterior trim and siding painting as need. Owner responsible for all repairs or replacements
<b>Building Exteriors</b>			
Footing	x		
Foundation	x		
Slab	x		
Framing	x		Includes all rough construction to enclose the unit
Exterior Walls	x		Includes exterior wall construction, exterior wall facing, vapor barrier, and insulation. Includes brick walls surrounding patios installed by the original builder
Exterior Brick Walls	x		
Exterior Hardiplank siding & trim	x		Includes repair and painting of siding and trim
Gutters & downspouts	x		Includes maintenance and replacement, including any underground drainage piping connected to downspouts
Waterproofing	x		Includes eaves, soffits and exterior, caulking, flashing, fascia and trim. Excludes weather stripping of external doors.
Roof Construction	x		Includes framing, insulation and roof decking
Roofing	x		Includes roof covering, waterproof membranes, shingles, roof vents, and seal boots at all vent stacks
Exterior Doors	x		Includes threshold, weather stripping, hardware, sidelights and transom above the entrance door. Includes patio door.

Exterior Doors - Exterior Finishes	x		Includes finish on exterior door side of exterior doors, side light finishes, trim and transom above entrance door. Includes entrance door. Includes entrance door and overhead garage door exterior finishes
Exterior Door Interior Finishes		x	Includes the finish on interior side of exterior doors, side lights, trim and transom above entrance door. Includes entrance door and overhead garage door interior finishes. Excludes passage door between garage and living space, which is covered under interior doors
Storm Doors		x	
Garage Slab	x		
Garage Door	x		Includes painting and replacements on scheduled and as-needed basis not a result of accident or negligence
Garage Door - other		x	Includes overhead garage door hardware, track, springs, weather stripping, and electric opener
Concrete Patio Slab		x	Concrete slab as installed by the original builder
Patio Fence	x		Includes the screen wall, if provided, originally installed by original builder
Concrete Driveways	x		
Concrete Sidewalks	x		Concrete sidewalks not covered by municipality as public
Concrete Front porch	x		
Exterior light fixtures, wiring	x		Covers replacement of fixtures and wiring on the exteriors
Exterior light fixtures		x	Covers general repair and maintenance, including the replacement of light bulbs and photocells
Meters and lines	x		Covers wires, conduit and setting of meters
Windows - replacement of window units	x		Full window unit installation glazing, sash, frame and sill and will be done on scheduled and as needed basis no accidental or negligence covered
Windows - glass and screens		x	Includes cleaning, seals and glazing
A/C Condensing Unit (exterior)		x	Covers unit, base, conduit and wiring
Address signage	x		
<b>Building Interiors</b>			
Garage Stair	x		Includes stair or stoop from garage to garage passage door
Attic access ladders (folding)	x		Includes attic access ladders, finishes and trim installed by the original builder (if available)

Attic decking	x		Includes flooring installed in attic accessible with folding ladder installed by original builder installed by the original builder (if available)
Interior Stairs		x	Includes stair construction and handrail
Interior wall covering of exterior walls		x	Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Interior finishes
Ceilings		x	Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Ceiling finishes
Interior Partitions & Party Walls		x	Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finished applied to wallboard which is covered under Interior Finishes
Ceiling Finishes		x	Includes applied ceiling finishes and paint
Interior Finishes		x	Includes interior side of external walls and interior wall partitions and party walls. Includes wall finishes such as paint, wallpaper, ceramic tile, interior door finish, door jamb and stop finish, door casing finish, fireplace mantle and trim, and mantle and trim finishes and handrail finishes
Fireplaces		x	Includes fireplace unit, vent stack, gas supply, connection, and electrical control
Floor Finishes		x	Includes all finishes above the concrete slab including carpeting, carpet padding, tile, wood or laminate flooring, subfloors, baseboard trim and baseboard finish
Interior Doors		x	Includes all interior doors, jambs, stops, casing and hardware, includes passage door between garage and living space but excludes garage door or exterior entry door on garage
Interior Lighting Fixtures		x	
Interior Furnishings		x	Includes all cabinetry, shelving, appliances, vanities, mirrors, countertops, ceiling fans, window treatments and décor
Plumbing fixtures		x	Includes tubs, showers, toilets, sinks, faucets, drain piping connection, water supply connection and garbage disposal units

HVAC		x	Includes furnace, vent stack, thermostat and wiring, evaporator unit and disconnect and condensate drain
Air Distribution		x	Includes all supply and return ducts, registers
Water Supply		x	Includes pipes outside the unit
Electrical Supply		x	Includes wiring outside of the unit
Gas Supply		x	Includes pipes outside the unit
Interior utility piping		x	Includes water, gas, and sanitary piping inside the unit
Water Heater		x	Includes water heater tank, vent stack, water supply connections and gas or electrical connection
Water Conditioner		x	
Vent Ducts		x	
Electrical Service Panel		x	Includes the panel box and all breakers
Branch Wiring		x	Includes all internal wiring through the breaker panel including wiring to the external building light fixtures up to the junction box on the external wall of the unit. Includes receptacles, light switches, wall plates and GFCI receptacles
Security System		x	
Low Voltage Wiring Interior		x	Includes television cable, internet, telephone and all other audio/video wiring
Fire Detection		x	Includes smoke/fire detectors inside the unit