

CLAREMONT

Adult Resort Living

Claremont Townhome Association
15800 NW Country Club Drive
Portland, Oregon 97229

CLAREMONT TOWNHOME ASSOCIATION

**Statement of Responsibilities
Regarding Maintenance
of Townhomes
(Resolved: 1/11/21)**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLAREMONT TOWNHOME ASSOCIATION

A resolution clarifying the responsibilities of the Claremont Townhome Association and of the Claremont Townhome Owners for the maintenance, repair or replacement of Building Structures, Landscaped Areas, Outdoor Living Areas, Townhome Common Areas, and Townhome Improvements.

The Board of Directors of the Claremont Townhome Association makes the following findings:

Whereas, the Claremont Townhome Association recognizes its obligation, as stated in the Declaration of Annexation of Claremont Townhomes to First Amended and Restated Declaration of Covenants, Conditions and Restrictions for Claremont (the "CC&Rs") to repair and maintain the interior & exterior of all Building Structures, and to clarify the distinction

between the obligations of the Association and those of the individual Townhome Owner, and to do this on an individual basis at the request of a Townhome Owner, would be inordinately expensive, would bring about a significant increase in the Townhome Owners' dues and would be excessively burdensome to the maintenance committee.

NOW THEREFORE, IT IS RESOLVED, that based on the foregoing findings, the Board of Directors of the Claremont Townhome Association resolves that The Association shall provide Insurance for the Buildings, including Liability coverage for the Benefit of the Association and its members as to the Townhome Common Areas and jointly owned property. Property Insurance shall cover fire, extended coverage perils and to the extent reasonably available shall be extended to Special Form Perils and Earthquake. Coverage shall be provided for "Building" items as defined by Insurance Services Office, including Interior Walls, built-in cabinets and built-in appliances. Floor coverings shall be the responsibility of the Townhome Owner.

IT IS FURTHER RESOLVED that the following statement of responsibilities is hereby set forth as to the respective responsibility for the Claremont Townhome Association and for the responsibility of the Claremont Townhome Owner. The responsibility statements apply to the maintenance, repair or replacement of components of Building Structures, Landscaped Areas, Outdoor Living Areas, Townhome Common Areas, and Townhome Improvements when the maintenance, repair or replacement is not an insurable loss under the terms of the Property Insurance maintained by the Claremont Townhome Association at the time the loss occurred. The word "maintenance", when used in this document, includes cleaning, which may require power-washing when appropriate.

IT IS FURTHER RESOLVED that this resolution is made only to state a procedure for the implementation of certain of the CC&R's and Bylaws of Claremont Townhome Association ("Bylaws"). This resolution shall not limit or reduce the discretion of the Board of Directors, nor shall it create any duties for the Claremont Townhome Association or confer any rights or duties on the Claremont Townhome Owners in addition to the duties and rights that are contained in the CC&R's and Bylaws.

IT IS SO RESOLVED and made effective this 11th day of January, 2021, by a majority of the Board of Directors.

Those in favor: 4 Those opposed: 0 Abstentions: 0

James Nelson

President, Claremont Townhome
Association

Doug Lewis

Secretary,
Claremont Townhome Association

Responsibility of the Claremont Townhome Association or the homeowner for the cost of losses, maintenance, upkeep and repair not covered by the terms of the Claremont Townhome Association property insurance is as follows:

A = Responsibility of Claremont Townhome Association

0 = Responsibility of Claremont Townhome Owner

- | | |
|---|---|
| 1. Exterior Siding and Trim of Building Structure
A Repair, replace, paint, caulk, maintain | 5. Roof, Roof Flashing, Roof Decking, and Vapor Barrier
A Repair, replace
A Control of moss |
| 2. Exterior Siding and Trim of Building Structure between first floor and foundation of dwelling units with deck
A Repair, replace, paint, caulk, maintain | 6. Dwelling Unit Roof Rafters
0 Repair, replace |
| 3. Dwelling Unit Perimeter Wall Studs, Sheathing, Vapor Barrier, and Insulation
0 Repair, replace | 7. Gutters, Down Spouts and Drain Line between down spout and street
A Repair, replace, paint, clean |
| 4. Dwelling Unit Perimeter Wall Studs, Sheathing, Vapor Barrier, and Insulation between first floor and foundation of dwelling units with deck
0 Repair, replace | 8. Fireplaces and Chimney
A Replace chimney cap, replace cap on hot air exhaust opening
0 Clean, maintain, replace, repair firebox, burner, controls for burner, and flue |

Maintenance Responsibilities (cont)

9. Doors and Locks - Exterior
 - A Paint, caulk, flash exterior doors, garage doors, exterior door casing, exterior door trim
 - O Repair, replace exterior doors, door casing, door trim, locks, latches
 - O Maintain, repair, replace garage doors, garage door hardware, and garage door opening system
10. Windows and Screens
 - A Paint, trim, caulk, flashing
 - A Clean exterior surface of skylights
 - O Repair and replace windows, skylights, and screens and clean exterior and interior surfaces of windows and interior surface of skylights
 - O Repair, replace exterior window casements, sashes and frames
11. Foundation and screens for ventilation openings in foundation
 - A Repair, replace screens for ventilation openings in foundation
 - O Repair foundation
12. Fences and Gates
 - A Repair, replace, paint fences, on townhome common areas
 - O Repair, replace, paint fences, gates used to screen, enclose, or set off an outdoor living area
 - O Repair, replace, paint gate, fence used to screen entrance walk to center dwelling units
13. Patios
 - O Repair, replace, maintain
14. Arbors (Pergolas)
 - O Repair, replace, paint, maintain
15. Sidewalks and walkways
 - O Repair, replace, maintain front porch
 - O Repair, replace, maintain sidewalks and walkways that go from front door to driveway or to front of building lot
 - O Repair, replace, maintain sidewalks and walkways that are located on side of dwelling unit and go to rear area of building lot and/or that are located in rear area of building lot
 - O Removal of snow and ice from those sidewalks and walkways that the townhome owner is to repair, replace, maintain
16. Street Sidewalks
 - A Repair, replace, maintain sidewalks that are between driveways and that are parallel to curb
 - A Removal of snow and ice from sidewalks that are between driveways, and that are parallel to the curb.
17. Driveway
 - O Repair, replace, maintain driveway from garage to curb
 - O Removal of ice and snow from driveway

Maintenance Responsibilities (cont)

18. Decks

- A Repair, replace, maintain, paint supporting structure of deck from ground up to and including the lower horizontal rail
- A Repair, replace, maintain, paint wall between adjacent decks
- O Repair, replace, maintain, paint vertical side slats
- O Repair, replace, maintain, paint deck floor
- O Repair, replace, maintain, paint top rail
- O Responsible for cost of damage to Association Property from any paint spills in performing the above 3 items

19. Signage

- A Repair, replace, maintain street signs, parking signs, and other signage that the Board of Directors directs
- A Repair, replace, maintain house numbers

20. Insect and Pest Control

- A Insects and animals in landscaped areas the Association maintains
- A Animals in outdoor living areas
- A Wood boring insects in exterior siding and/or trim
- A Maintain, replace screens covering attic ventilation holes
- O Nests of stinging insects on exterior of dwelling unit
- O Insects and animals in dwelling unit interior, attic, crawl space and garage
- O Insects and animals in dwelling unit perimeter wall studs, sheathing, vapor barrier, and insulation
- O Insects and animals in dwelling unit perimeter wall studs, sheathing, vapor barrier, and insulation between first floor

and foundation of dwelling units with deck

21. Landscaping

- A Maintain, remove, replace trees, plants, shrubs, grass on townhome common areas
- A Maintain, repair fountain in circle
- O Maintain, remove, replace trees, plants, shrubs, that are approved for planting in outdoor living area or any other landscape area for which a townhome owner has a landscape plan approved by the Landscape and Architectural Review Committees

22. Underground Sprinkler Systems

- A Maintain, repair underground sprinkler system serving the areas for which the Association is responsible for landscaping
- A Maintain, repair underground sprinkler system controlled by the central timer system and serving outdoor living areas
- A Maintain, repair underground sprinkler systems controlled by the central timer system and serving an area for which a townhome owner has a landscape plan approved by the the Architectural Review Committee

Maintenance Responsibilities (cont)

23. Building Perimeter Wall Interior Sheet Rock

- Maintain, repair, replace

24. Party Wall

- Maintain, repair, replace studs, insulation, sheet rock

25. Dwelling Unit

- Maintain, repair, replace ceiling joists and floor joists
- Maintain, repair, replace sheet rock, studs, and finish of interior walls
- Maintain, repair, replace insulation in attic, in crawl space, in interior walls
- Maintain, repair, replace hardwood floors, other floor coverings, floor under layment
- Maintain, repair, replace ceiling sheet rock and finish
- Maintain, repair, replace vapor barrier and water drainage system for crawl space

26. Dwelling Unit

- Maintain, repair, replace appliances and garbage disposal
- Maintain, repair, replace cabinets, interior doors, amenities, hardware
- Maintain, repair, replace exhaust lines and associated exhaust fans for clothes dryers, bathrooms, utility rooms, ranges, furnace, hot water heater

27. Dwelling Units

- Maintain, repair, replace heating system and air conditioner and air handling ducts

- Maintain, repair, replace hot water heater

- Maintain, repair, replace security systems

28. Electrical

Service line to meter Owned by power company *

Meter Owned by power company

A Maintain, repair, replace "street light" fixture (exterior light above house number) and bulb

A Maintain, repair, replace "patio light fixture" at rear of unit

- Replace patio light bulb

○ Repair, replace electrical wiring from meter to panel to exterior and interior outlets, switches, fixtures and other electrical features

- Repair, replace exterior and interior outlets, switches and exterior and interior fixtures (except for "street light" fixture)

- Repair, replace electrical panel and breakers

- Maintain, repair, replace fire protection systems

- Maintain, repair, replace electrical and mechanical door bells and knockers

29. Plumbing

Supply line to meter Owned by water district

Meter Owned by building lot owner

- Repair, replace water supply line

from meter to dwelling unit, water lines within dwelling unit including lines in attic, crawl space, perimeter walls

- Maintain, repair, replace plumbing fixtures, faucets, exterior hose bibs, dwelling unit shut-off valves

Maintenance Responsibilities (cont)

30. Waste Water

Main sewage line in street Owned by the clean water services agency

- Maintain, repair, replace building sewer line, that is, waste water lines in dwelling unit and waste water line from dwelling unit to lateral line
- Maintain, repair, replace lateral line, that is, line from building sewer line to main sewerage line in street

A Maintain drainage in landscaped areas

A Maintain drainage in outdoor living areas

35. Retaining Walls

A Repair, maintain retaining walls constructed by Association

Repair, maintain retaining walls constructed by townhome owner

31. Natural Gas Service

Gas supply line to gas meter Owned by gas supply company

Gas meter Owned by gas supply company

- Repair, replace gas lines from meter to furnace, other gas burning features

36. Street and Curbs

A Maintain, replace

A Removal of snow when accumulation is at or exceeds 1^{1/2} inches.

32. Telephone Service

Telephone service line to junction box at dwelling unit Owned by telephone company

- Repair, replace telephone lines from dwelling unit junction box to phone outlets
- Maintain, repair, replace telephones

33. Cable Service

Cable service line to junction block (splitter) at dwelling unit Owned by cable company

- Repair, replace cable line from junction block to cable outlets

34. Drainage

Public Storm Drain in Street Owned by clean water services agency

- A** Maintain, repair, replace storm drainage system in landscaped areas