

POLICY MANUAL

Wind Meadows Corporation, Racine, WI

Subject: ALLOCATION OF MAINTENANCE EXPENSES

Policy No: .017

Revision Date: May 17, 2019

Issue Date: May 1, 1988

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All maintenance expenses for PSAs I, II, III, V, VI, and VIII will be charged according to the type of expense as defined in these guidelines. If you are unable to find a certain maintenance item below, it is probably not an expense covered by the WM Association and is a homeowner's expense. These guidelines are not intended to be absolute, as situations may arise that do not fit the definitions.

The WMC Board of Directors will determine the allocation for situations not clearly defined by the guidelines. If a homeowner disagrees with the Board of Directors on the allocation of a maintenance expense he or she may appeal.

KEY CODE for maintenance items:

- 1= HOMEOWNERS
- 2= CONTINGENCY RESERVES ACCOUNT (Current budget)
- 3= GENERAL GROUND MAINTENANCE ACCOUNT (Current budget)
- 4= BUILDING MAINTENANCE ACCOUNT (Current budget)
- 5= PSA CAPITAL RESERVE ACCOUNT
- 6= SPECIAL ASSESSMENT OR YEAR END ASSESSMENT

MAINTENANCE EXPENSE DEFINITIONS

I. Exterior Painting

- A. 2, 4, or 6 General Painting is scheduled by the PSA Director every 6-8 years. This includes exterior doors, outside windows, and exterior wood surfaces; chimney flashing, gutters, mailboxes, light poles, pergolas, connecting gates, garbage enclosures, and meters. It excludes cedar shake siding, patio decks, and railings. The paint color is specified by the Corporation.
- B. 4 Scheduled Touch-up Painting, as scheduled by the PSA Director. Paint color specified by the Corporation.
- C. 1 Non-scheduled Touch-up Painting, by homeowner with paint specified and supplied by the Corporation.
- D. 1 Wood Patio Decks and Railings, by homeowner using paint specified by the Corporation.

II. General Maintenance

- A. 2, 4, or 5 Exterior surface repairs to service doors, garage doors, and front doors, or replacement of window trim, siding, mailboxes, and lamp posts.
- B. 2, 4, or 6 Original gate and privacy walls in PSA I, II, III, V and VI.
 - 1 Added wall(s) in PSA I, II, III, V, VI and all privacy walls in PSA VIII.
- C. 1 Repair and replacement of cement patio decks, wood patio decks, and deck railings.
- D. 4 or 6 Exterior maintenance or repair of roofs.
- E. 5 or 6 Exterior replacement of roofs in PSA I, II, V, VI, VIII. PSA III is 1= homeowner)
- F. 4 Gutter maintenance, gutter covers, and replacement.
- G. 1 All added gutters in PSA I, II, III, V, VI, and VIII.
- H. 50% of 1 PSA I, II, III, VI, and VIII Replacement of fogged glass in windows and
50% of 4 patio doors.
100% of 1 PSA V Replacement of fogged glass in windows and patio doors.
- I. 1 Total Replacement of windows, patio door units, front, storm, garage, and service doors. WMC Specs specify styles and paint color.
- J. 1 Installation of chimney screens and inside chimney cleaning and repair.
- K. 4 or 6 Repair of outside chimney walls, caps, trim, and flashing.
- L. 1 Removal of snow and ice from roofs.

III. Drainage System

- A. 2, 3, or 6 Repair or replacement of exterior drainage line from the sump pump outlet to the designated discharge area.
- B. 2, 3, or 6 Repair or cleaning of exterior sanitary systems.
- C. 1,2,3, or 6 Excavation repair of exterior walls to be determined by the WMC Board of Directors.

IV. Electrical Systems

- A. 2 or 3 Repairs and maintenance of corporation-owned light poles located in courtyards or on common ground, including globes, bulbs, and electric eyes.
- B. 1 Repair and maintenance of lights controlled by inside switches.

V. Rodent and Insect Damage

- A. 4 Outside repair of walls, siding, and cedar shakes.
- B. 1 All inside repairs.
- C. 1 Extermination or removal of pests inside of home perimeters.
- D. 1 or 3 Extermination or removal of damaging pests outside of the perimeter of the home (common area).

VI. Hard Surfaces (asphalt and concrete)

- A. 3 or 6 Repair or replacement of concrete walkways excludes snow removal.
- B. 3, 5, or 6 Repair of asphalt driveways and dedicated roadways, including crack filling, sealing, and snow removal.
- C. 5 or 6 Replacement of dedicated roadways.

VII. Landscape Areas

- A. 1 Replacement or improvement of lawn areas, trees, and shrubbery within 3 feet of the foundation walls or within the private backyard areas.
- B. 1, 3, or 6 Replacement or improvement of front lawn areas, trees, and shrubbery outside of the 3-foot area or on common land.
- C. 3 Maintenance of front and back grass areas, including weed control and fertilization. Mulching of flowerbeds, shrubs, and trees in front yards. Pruning of front yard shrubbery and trees below 15 feet.
- D. 3 Tree pruning above 15 feet and the removal of dead trees and shrubs.

Direct homeowner-paid maintenance as described above is to be done professionally and comply with the specifications as to color, design, and materials set by the Architectural Review Committee. Should the homeowner fail to maintain their property according to these standards, the Wind Meadows Corporation may contract for the needed maintenance and assess the costs to the homeowner.

All other maintenance or replacement work requires the approval of the appropriate PSA Director and must meet the above standards set by the Architectural Review Committee.