

POLICY MANUAL
Wind Meadows Corporation, Racine, WI

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ALLOCATION OF MAINTENANCE EXPENSES Page No. Policy No.
1 of 3 POL.017

All maintenance expenses for PSA's I, II, III, V, VI and VIII will be charged according to the type of expense as defined in these guidelines. Should you be 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.

EXPENSE ACCOUNTS

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. Paint is specified by the Corporation.
- B. 4 Scheduled Touch-up Painting, as scheduled by the PSA Director. Paint 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 repair or replacement of window sash, service doors, front doors, garbage enclosures, siding, mailboxes and lamp poles.
- B. 2, 4 or 6 Original gate and privacy walls in PSA I, II, III, V and VI.
1 Added walls 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, except PSA III where the expense is #1 (homeowner).
- F. 4 Gutter maintenance, gutter covers and replacement. All replacement gutters require gutter covers.
- G. 1 All added gutters in PSA I, II, III, V, VI and VIII. Require gutter covers.
- 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 and storm doors. Paint specified by the Corporation.
- J. 1 Installation of chimney screens and inside chimney cleaning and repair.
- K. 4 or 6 Repair of outside chimney walls, screens, trim and flashing.
- L. 4 or 6 Replacement of garage door panels.
- M. 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 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, interior tiles and waterproofing to be determined by the WMC Board of Directors.

IV. Electrical Systems

- A. 2 or 3 Repair and maintenance of Corporation owned light poles located in courtyards or on common ground, including domes, 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 shakes.
- B. 1 All inside repairs.
- C. 1 Extermination or removal of pests inside of home perimeters.
- D. 3 Extermination or removal of 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 sidewalks, excludes snow removal.
- B. 3, 5 or 6 Repair of asphalt driveways and dedicated roadways, includes 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 between Patio Homes (Common/Private Land, POL.002).
- B. 1, 3 or 6 Replacement or improvement of lawn areas, trees and shrubbery outside of the 3 feet area or on common land.
- C. 3, Annual Contract Maintenance of front and back lawns, 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 in a professional manner 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.