



Canterbury Townhomes
Home Owners Association

REPAIR REQUEST FORM FOR HOA RESPONSIBILITIES

Before submitting this request, please review the maintenance responsibilities listed here and posted on the website at CanterburyCarrboro.com, which are subject to updating. Do not ask the HOA to read the inspection report and fix everything listed as a problem by the inspector. The homeowner or the seller's agent needs to review the HOA responsibilities and submit specific requests for each item.

In general, the HOA will take care of the following exterior maintenance items: Roofs (shingles, boots, and flashing), boxing around chimneys, soffits, fascia, gutters, downspouts, brick surfaces, plywood surface under front window plus the exterior wood siding and corner trim on the utility/storage room. The HOA will not assume responsibility for these items if damaged by negligence of the owners or as a result of fixtures attached to the buildings by a unit owner.

Individual unit owners are responsible for maintenance and replacement of the following exterior items: All parts of the unit's portion of the building not mentioned above including (but not limited to) house numbers; shutters; light fixtures; hose bibs; all vents; AC/heating units, drain and condensation lines; drain line from hot water heaters; all glass surfaces (windows and patio doors); window and patio door screens; window frames and trim, doors (including the sliding glass doors) including frames and trim; outside electrical outlets; satellite dishes (included related components, points of attachment and any damage cause by its existence); building structure and back patio slab. Also, the owner is responsible for any item added or altered by the owner. At the time of purchase, unit owners assume responsibility for maintenance (and possible removal) of any items (including plantings, fixtures, fences, and satellite dishes) added by previous owners without the consent of the HOA.

Address of Property being sold: _____ Inspection Report attached _____

Name of Person Making Request: _____ Date: _____

Phone Number: _____ Email: _____

Date of Due Diligence Response required by: _____

Please number each repair request, and add inspection report reference. (for example)

1. Replace missing shingles on back of unit (2.1a Roofing)

