

***This document is a guideline for all Parkview Townhome homeowners.**

INTERIOR MAINTENANCE – OWNER RESPONSIBILITY*

All homeowners are **REQUIRED** to carry a personal homeowner's insurance policy to cover interior contents and interior structure. A minimum of \$100,000 is recommended in order to adequately cover should damage occur. You and your insurance agent will work together to determine what meets your personal needs and lifestyle living. If a personal claim is filed for interior damages and there is not adequate coverage, the balance owed is the homeowner's responsibility. A copy of the declaration page showing proof of personal policy will need to be turned into TruHome on a yearly basis.

Maintenance Request—Call management for maintenance.

Interior Water Damage—Report all water damage/leaks to the management as soon as possible. Parkview Townhome Association will repair the exterior cause of the damage (for example: ridge vent, missing flashing, broken shingles, etc). The homeowner will be responsible for all interior repairs resulted from said damage. If needed, the homeowner can file a claim against their personal homeowner's insurance. If a personal claim is filed by the homeowner, Parkview Townhomes will reimburse the homeowner up to \$500 maximum towards their deductible. (Voted and approved by members present at annual meeting (11/21/24)

Fireplaces: Interior damages caused by or to fireplaces are the responsibility of the homeowner as these are unique and considered special amenities to a particular unit

EXTERIOR MAINTENANCE – PARKVIEW TOWNHOME ASSOCIATION RESPONSIBILITY*

Roof Shingles/flashing—Repair and replace.

Attic Vent/Turbines—Oil, repair, or replace. Insulation is owner's expense.

Gutters—No maintenance required. Leaf guards in place.

Building Brick Veneer, Building Concrete Block Foundation—Caulking, repair, and replace as needed.

Garage Door Outside Light—Replace light bulb and light sensor as needed. Notify the management when light is not working.

Siding—Covered by a warranty.

Roads, Driveways, Primary Sidewalks, and Parking Spaces—Remove snow, repair, and replace.

Grounds—Lawn mowing, weed control, fertilization, and replacement.

EXTERIOR MAINTENANCE – OWNER RESPONSIBILITY*

Siding—All punctures/holes made to the siding are the owner's responsibility to repair.

Exterior Outside and Storm Doors—Board approval needed as to design and white/cream in color.

Garage Door—Replacement of garage door is owner's responsibility. If your garage door is damaged, it must be replaced immediately. The board requires a specific door style and windows that must be installed. The owner must go through management to purchase their garage door.

Gutters and Downspouts: Damaged or lost gutters and downspouts will be billed to the owner.

Garage Concrete Slab and Garage Door Aprons—Not maintained, repaired, or replaced by Parkview Association.

Front Door/Porch Light—Owner's responsibility. It must be white outdoor motion sensor security wall light.

Windows/Patio Casing and Glass—Not maintained, repaired, or replaced by Parkview Association. Windows must remain consistent with Parkview's décor. No additional windows may be added. The owner must go through management to purchase their window(s).

Windows—Patio doors may be sliding or French. Bedroom window must have two glass panes as in the original window but may be sliding or casement in type. Large living room window may have three panes as in original or one large pane. Storm windows/doors may be added to windows/patio door but must have white window casing. A white quality storm/screen door may be added to the entry door but will not be maintained by the Parkview Association. The owner must go through management to purchase their window(s) or exterior doors.

Window Awnings—The Board of Directors will not approve any additional window awnings.

External Heat Pump/AC unit—Not maintained, repaired, or replaced by Parkview Association.

Patio—Not maintained, repaired, or replaced by Parkview Association. Board approval is required for replacement or modification of patio surface within the fence. If not maintained properly including weed control or garbage, the association has the right to clean the patio area. This will be billed to the owner. Arrange for the proper disposal of your materials by calling the city.

Fence/Gates—Owner's responsibility. NOTE: The sheds and fences move during the winter due to the ground freezing. Please prop your gate open during the winter so the gate, fence and/or house is not damaged due to winter movement. Must go through Board of Directors to get approval for new fence. All fences must be white in color, vinyl, and maintenance free. Grass should be at least one foot away from the fence to prevent damage from mowing/trimming.

Landscaping—Owners must obtain Board of Directors approval before any permanent additions or modifications of landscape structures (i.e. walls, trellises, and planters). Parkview Association will not maintain landscape structure. Small plants and shrubs may be added within three feet of building and/or fences. The Board of Directors must first approve addition of shrubs and plants outside this three-foot area. Please do not use plants that may release or drop berry or fruit. If not maintained properly, the association has the right to clean the landscape area. This will be billed to the owner.

Restraint of Pets—All pets must be leashed when outside the patio area. Pets are not to obstruct the sidewalks. If loose pets are found on Parkview Association property, please call the Grand Forks Police (701-746-2500) so that the loose pet can be removed. It is the owner's responsibility to pay any resulting fines. Please be considerate of your neighbors. If a problem occurs, visit with your neighbor immediately.

Clean Up After Pets—All droppings inside and outside the patio area must be removed immediately. Please be considerate of your neighbor when walking your pets. Owners who do not clean up after their pets will be reported to the Grand Forks Health Department (701-746-2525). It is the owner's responsibility to pay any resulting fines.

Satellite/Dish—No satellites will be allowed.

PARKING RESTRICTIONS:

Streets—Parkview Circle is a Fire Lane and **NO** parking is allowed. Motor vehicles found parking along Parkview Circle will be towed at owners' expense. To have motor vehicles towed, call the management

Driveways/Parkview Spaces—Park only in your own driveway and/or parking space. Please advise your guests to park only in your driveway/parking space or on a public street. Motor homes/trailers/boats of any kind may not be parked in the driveway/parking spaces.

Snow Removal—Owners are responsible to move their vehicle(s) for snow removal. If owner chooses not to move its vehicle(s) for snow removal, car will be towed at owners' expense.

RENTAL UNITS:

Rental License—If you are renting out your unit, you must provide Parkview Townhome's management a copy of the Certificate of Occupancy license that is required by the city of Grand Forks before renting your property.