

Owners Maintenance and Repair Policy

(Revised April 2022)

The purpose of this policy is to define the Owner's responsibility for maintenance and repair of their property. It is a mutually beneficial goal for every home within Ridgeline to be kept in a condition that will cause each resident to be proud to live in such a community and to maintain good property values.

Annual Home Inspections

- A. Frequency:** Every home in Ridgeline will be inspected every April by a minimum of two Board Members and the Property Manager working as a team.
- B. Paint:** Every home will be inspected for worn or peeling paint on all exterior surfaces including the decks, railings, trim and the siding of the homes.
- C. Fire Safety:** Chimneys will be inspected to determine if a spark arrestor appears to be visible and in place from the ground. Fireplaces that are used frequently should be cleaned annually by a qualified chimney sweep at which time; the spark arrestor should be inspected as well.
- D. Structural Integrity:** A cursory inspection of decks, steps, rails and wooden access walkways will be done to give each owner an alert that they will need to have a licensed inspector or contractor inspect these areas as a matter of safety. The Board/Manager inspection does not relieve the Owner of their responsibility to inspect their own decks, steps and rails on a regular basis.
- E. Damage:** Every home will be inspected for damaged decks, railings, trim, siding and walkways from among other things. ***Woodpecker damage.**

*Woodpecker caused damage: When a home is inspected at the annual home inspection and the Owner is informed of Woodpecker damage that warrants repair, then the owner is obligated to repair the damage. If, after the Woodpecker damage has been repaired and the subsequent inspection of the completed repair clears that issue and Woodpeckers cause damage afterward, then the Owner will not be obligated to repair the new damage until the Owner is informed of the need to repair after the next annual inspection.

Annual Home Inspection Reports

- A. Notification of Homeowner:** Failed home will receive a notification of the results of the annual inspection *after the April Inspection*.
 - 1. Compliance Letter:** Homes that are found to be in compliance will not receive a letter, unless they request it from the Association. Owners must contact the Property Manager in writing, by email or telephone within 21 days of the date of the Annual Inspection to receive your compliance letter.
 - 2. Non-Compliance Letter:** Homes that are found not to be in compliance with this policy will receive a letter with a narrative of the particular areas that are not in compliance. The Owner is responsible for the whole house repair and maintenance.

B. Repair/Maintenance Deadline: All repairs or maintenance issues noted must be completed by September 30th of the same year.

1. **Repair/Maintenance Compliance:** The architectural committee or the property manager must be notified either in writing, email or telephone when the repairs are completed. The repairs will be inspected and if found to be in satisfactory repair/maintenance, a letter will be issued that the home is now in compliance.
2. **Repair/Maintenance Non-Compliance:** If all repairs or maintenance issues are not repaired and maintained by the September 30th deadline, then monetary fines will be imposed until the repair and maintenance issue is corrected.

If the Owner is unable to complete the repairs/maintenance noted prior to the September 30th deadline and notifies the architectural committee or the property manager in writing prior to the deadline, then the Board of Directors will make a decision on a case by case basis as whether or not to impose a fine. Note: *The Owner will know a year ahead of time of the repairs/maintenance needed to comply with this policy. Procrastination is not a valid reason for the waiver of a monetary fine. The Owner will need to provide documentation of efforts to comply with this policy and logical reasons for failure to comply.*

C. Monetary Fine: Owners that have not complied with this policy will be subject to monetary fine of \$500.00. Additional monthly fines following our basic fine schedule will be assessed until all repair work is completed.

D. Inspection review with Owner: After having received their Annual Inspection notification letter, an Owner may request that they personally be shown the area of the unit that is not in compliance. That Owner must contact the Architectural committee or the Property Manager in writing, by email or telephone within 21 days of the date of the Annual Inspection notification to schedule a joint Owner/Board Member/Manager inspection. The Owner will be shown the area of the unit not in compliance. If the Owner does not agree with the findings as shown by this team, then the Owner may appeal the findings of the team to the Board of Directors. The Board of Directors decision regarding the repair/maintenance issue will be final.

If you have any questions about this policy, contact a Board Member or the Property Manager. You may also write to:

**Ridgeline Homeowners Association
PO Box 2231
Los Banos, CA 93635**