



## Homeowners Association of Eagle Creek, Inc.

10180 Eagle Creek Center Blvd.

Orlando, Florida 32832

### **Windsor Townhomes and Windsor Shared Division of Responsibility**

*Understanding your Eagle Creek Common Area and Neighborhood Assessments and your responsibilities as a townhome owner*

As a townhome owner, navigating the responsibilities for the maintenance of your home can be, at times, confusing. In addition to the assessments you pay in common with other homeowners in Eagle Creek for Association Common Area Maintenance, you are responsible for paying an additional assessment for your townhomes (i.e., a Neighborhood Assessment) which is specifically and exclusively used to cover the expenses the Association incurs for fulfilling additional responsibilities it has for your neighborhood. However, are you aware of the purpose(s) and use(s) of such funds? Do you understand the additional responsibilities the Association has with respect to your neighborhood or when the Association anticipates addressing their responsibilities?

The amount of the common area assessments and your neighborhood assessment is primarily determined by a maintenance schedule which has been developed for Eagle Creek and for your neighborhood. Some of the items or components comprising the schedule are easy to determine, such as the landscape maintenance and fertilization components and schedule. For items with a longer useful life such as painting, landscape replacement and roof replacement, the Association endeavors to project when these items will need to be addressed and the associated cost by contracting with a Reserve Study specialist to conduct a reserve study on a periodic basis. As such, a portion of your quarterly assessments are set aside to fund these future projects. By regularly setting aside funds for the maintenance of these components, the need to significantly increase assessments and/or levy a special assessment is reduced. A description of some of the items and maintenance schedules (if applicable) that are maintained by the Association in Eagle Creek or specifically in your neighborhood are discussed below. This is not intended to be an exhaustive list. Homeowners should reference the Governing Documents which shall prevail.

**For Windsor Single Family Homes, only the Common Area Maintenance and Recreational Amenity section pertains to you.**

#### **Association Common Area Maintenance (Funded with common assessments paid by all Eagle Creek Homeowners)**

1. Streets – Repaving scheduled for every twelve years. Routine maintenance as needed
2. Street Lights – Maintained by OUC. Costs for leasing the lights and for power and maintenance are paid by the Association to OUC.
3. Stormwater Drainage System and dredging of retention ponds – Scheduled on a fifteen-year reserve basis.
4. Stormwater Drainage Pipes – Scheduled on a fifty-year reserve basis; repaired as needed.
5. Sidewalks – Refers to the concrete sidewalk adjacent to the access roads. Pavers walkways are the responsibility of the owner. Sidewalk cleaning is conducted one-two times each year, while repairs are completed as needed.



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6. Electronic Entry Gate and Guardhouse, Perimeter Fencing and Walls – Maintained as needed
7. Swimming Pools (other than the pool inside the Windsor Neighborhood Gate) Tennis Courts, Clubhouse and Fitness Center, Playgrounds and Related Facilities – Maintained as needed. Different elements have different useful lives and reserve amounts
8. Hurricane debris removal – As needed;

### **Windsor Place Townhome Area Maintenance completed by Association (Funded exclusively by Neighborhood Assessments paid by Windsor Place Townhome Homeowners)**

1. Roofs
  - a. Roof Replacement – Scheduled for thirty years from the issuance of a certificate of occupancy, and every thirty years thereafter.
  - b. Roof Cleaning- Scheduled for three years from the issuance of a certificate of occupancy, and every three years thereafter.
  - c. Roof Repairs- The Association conducts monthly inspections and replacement of any missing, broken, or damaged tiles. Homeowners shall immediately report any leaks or concerns to the Association. Homeowners are responsible for any interior repairs to the unit, even if caused by a roof leak.
2. Exterior painting of all Residences -Scheduled for ten years from the issuance of a certificate of occupancy, and every ten years thereafter.
3. Exterior Building Cleaning- Scheduled for five years from the issuance of a certificate of occupancy, and every five years thereafter (Note: not expressly required by the Declaration);
4. Building gutters and downspouts –Scheduled on a twenty-five-year reserve basis; repairs as needed; routine cleaning of the gutters is the owner's responsibility.
5. Building walls, stucco and masonry and capital repairs – Maintained as needed.
6. Recreational Amenities Located within the Windsor Neighborhood/Limited Common Property -
  - a. The Windsor Cabanas and Pool – Routine maintenance as needed.
  - b. Resurfacing of the Neighborhood Pool (i.e., pool finish/plaster) – Scheduled on an eight-twelve-year reserve basis.
  - c. Neighborhood Pool Furniture –Replacement scheduled on a twelve-year reserve basis.
  - d. Neighborhood Pool deck pavers – Scheduled on a twenty-five-year reserve basis; repairs as needed.



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- e. Neighborhood Pool fence – Painting is scheduled for every five years; Replacement scheduled on a twenty-five-year reserve basis.
  - f. Pool mechanical equipment – Replacement scheduled on a fifteen-year reserve basis; repairs as needed.
7. Mowing of grass – The Association regularly mows the lawns.
  8. Maintenance of Association or Builder Installed Landscaping on each Lot - The Association regularly maintains the irrigation and landscaping that was installed on each lot by the Association or each Builder.
  9. Termite Control - The Association purchases a termite bond for each townhome building that is renewed annually.
  10. Retaining Wall – Replacement scheduled on a forty-year reserve basis; repaired as needed.
  11. Boundary Walls – Maintained as needed.
  12. Perimeter Fence - Painting is scheduled for every five years; Replacements are scheduled on a twenty-five-year reserve basis.
  13. Irrigation system -
    - a. Controllers – Scheduled on a ten-fifteen-year reserve basis; repairs as needed.
    - b. Infrastructure – Scheduled on a forty-year reserve basis; repairs as needed.

In addition to the maintenance that the Association provides, it provides Insurance on the exterior of the Townhome Residential Buildings. Conversely, each homeowner is responsible for insuring the interior and their contents. For additional information, contact the Association's insurance provider, Assured Partners at 407-804-5222

Except for Association Common Property and the specific items listed above (for which the Association is responsible), the Owners are responsible for everything else including:

1. Cleaning, maintaining and repairing your driveway(s), including the apron of the driveway(s) and walkway(s);
2. Your windows, screens and doors and including your garage doors;
3. The interior of your unit, including the floor, walls, ceiling coverings, electrical fixtures, appliances, water heater, water filters, built-in cabinets and counter tops, and window treatments, including but not limited to curtains, drapes, blinds hardware, and similar window treatment components.
4. Grading and Drainage of the Lot;



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5. Apportions of your residence and lot for which the Association is not responsible, including but not limited to:
  - a. Keeping the exterior of your unit in a neat and attractive manner;
  - b. Replacing all your light bulbs;
  - c. The plumbing and electrical (in your residence and on your lot); and
  - d. Your fence(s)

The Association contracts with many vendors to provide the services to which they are responsible above. Any damages caused by a vendor in the course of their work shall be repaired at the sole expense of the contractor, including any damages caused to any areas which may fall under homeowner responsibility.

While this document strives to clarify the responsibilities of the Association and the Members of Windsor Townhomes and Windsor Shared, nothing contained here within shall be deemed to overrule or offset the Governing Documents of The Homeowners Association of Eagle Creek, which shall be the true governing document for determining roles and responsibilities between the Association and its Members.

Please contact the office at 407-207-7078 or email [eaglecreekadmin@community-mgmt.com](mailto:eaglecreekadmin@community-mgmt.com) if you have any questions.