

Strata and Homeowner Maintenance Responsibilities

As of August 14, 2023

The intent of this document is to delineate Arbutus Grove strata (AG) and Homeowner responsibilities for costs and actions associated with typical AG home maintenance activities. This document cannot cover every possible situation and there is the potential for specific situations that will require strata council consideration.

When emergency situations such as significant roof leakage or flood occur, the property manager (Proline: phone 250-754-6440) is to be contacted for immediate action. For all non-emergency maintenance issues, owners are asked to go to the Craig Bay website to submit an Arbutus Grove Building Maintenance Request. This Request will be forwarded to the Arbutus Grove Maintenance Committee who will respond appropriately.

Strata Responsibility is to maintain home structures etc., in a safe and serviceable condition. If replacement or modification of a structure is required, every effort will be made, but is not mandatory, to return the structure to the original as-built condition or appearance. For example, tripping hazards on concrete surfaces can be eliminated by grinding high spots, or a rotting fascia board may be only partially replaced. Specific activities such as gutter repairs or cleaning (internal only), painting, touch-up painting, roof moss removal, etc. will be accumulated to be repaired in a cost-effective manner.

The current Arbutus Grove Owners Strata Plan VIS 4116 was referenced when developing this document.

NOTE: Whenever the term “PR” (Permission Request) is used it refers to a CPMR approved by the AG council, for either the present homeowner or any previous homeowner. Any home modification completed after the initial home turnover from the construction contractor; whether authorized by CPMR or not; is homeowner responsibility.

NOTE: General Rule of Thumb – If in doubt ask!

Item #	Description	AG Responsibility	Homeowner Responsibility
	STRUCTURE		
1	Outside wall structures (all normal maintenance and painting) to middle of exterior walls. See Fig. 1.	X	
2	Interior vertical walls (inside the midpoint of the exterior walls and ceiling). Fig. 1.		X
3	Outside wall structure (all repair and painting) due to owner incident such as vehicle impact. Exterior painting outside of the AG painting or touch-up painting cycle must be done with paint supplied by the Strata.		X

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4	Outside walls from middle of wall structure to inside wall surface.		X
5	Concrete floor slab (lower level of two-story homes, homes built on slab, or those with crawl space) repair. Note that cracks will not be considered to require repair unless leakage occurs, as slab cracks do not affect home structural integrity.	X	
6	Floor joists and sheathing above crawlspaces.	X	
7	Attic structure (above centerline of bottom ceiling truss members (lower chord or bracket); usually horizontal; with drywall attached). Fig. 2.	X	
8	Roof structure, including sheathing, shingles, existing roof vents (original construction), existing exhaust roof vent fittings (e.g.: vents for dryer, stove fan, bathroom fan, furnace etc.). This does not include ductwork or piping inside the attic.	X	
9	Replacement and painting of wooden deck structures and surfaces listed as Limited Common Property.	X	
10	Normal day to day maintenance, cleaning and touch up painting of decks and railings.		X
11	Deck structures and surfaces listed as Limited Common Property modified by a Permission Request		X
12	Concrete or interlocking brick driveways, patio slabs or entrance walkways. Maintenance to prevent safety or tripping hazards due to changes in cement slab levels.	X	
13	Filling cracks in concrete driveways, patio slabs or entrance walkways. Permission Requests are required for approval of filler materials. Cracks are not considered a defect unless it becomes a tripping hazard.		X
14	Deck or entrance way handrails installed by developer.	X	
15	Deck or entrance way handrails installed by homeowner (past or present, with or without a Permission Request)		X
16	Deck membranes and deck railings on raised decks	X	

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17	Original attic or wall insulation requiring replacement; damaged due to exterior envelope leakage.	X	
18	Owner installed attic insulation (if additional insulation installed by owner).		X
19	Mold control and required remedial action inside attic due to roof leakage or crawlspace due to foundation leakage.	X	
20	Mold control and any required remedial action inside strata lot (including attic and crawlspace) due to interior home plumbing leakage up to the relevant insurance deductible.		X
21	Mold control and required remedial action inside attic due to excessive moisture venting into attic from broken vent piping (i.e., open vents from inside home to attic space), breaches of ceiling/attic vapour barrier (electrical, plumbing, etc.) or disruptions to air circulations due to items placed in the attic by owner.		X
22	All items installed in the attic (including roof penetrations) under an approved Permission Request such as light tubes, vents, solar powered fan vents or electrical driven fan vents. This includes damage due to leakage from the roof penetrations or condensation from these installations.		X
23	All maintenance, including painting, replacement or demolition of patio pergola structures not part of original home construction (built with or without a Permission Request by any past or present owner).		X
	PAINTING		
24	All maintenance, including painting, replacement or demolition of patio pergola structures which were part of original home construction.	X	
25	Exterior home painting as per AG painting schedule. Surfaces to be painted will be washed prior to painting. Cloverdale paint name/code: Ecologic Pearl Gloss Level 3 70653 CA025 standard white Ecologic Pearl Gloss Level 3 70653 5 Gallon B-6Y26, CX-3Y58, I-4Y44. Available from a Council Member.	X	

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26	Exterior door and garage door touch up painting; AG standard color paint Cloverdale paint name/code: Ecologic Pearl Gloss Level 3 70653 CA025 standard white Available from a Council Member		X
27	Painting of garage doors is permitted providing a permission request is submitted and approved; AG standard color paint Cloverdale paint name/code: Ecologic Pearl Gloss Level 3 70653 CA025 standard white		X
28	No Permission request required for all interior painting.		X
CLEANING			
29	Eaves trough (gutter) internal debris removal only (usually on an annual basis). Eaves trough (gutter) will be spray cleaned as part of the home painting exercise but will not be scrubbed or painted.	X	
30	Dryer vent cleaning (usually every two years).	X	
31	<p>Roof moss removal. All AG homes are surveyed regularly to determine moss accumulation. The moss removal contract will be based on budget constraints and individual roof moss severity. Individual Building Maintenance Requests for moss removal will not be considered as there is an established yearly moss removal program.</p> <p>Homeowners are not permitted to remove roof moss themselves as the roof is strata property and strata responsibility.</p> <p>Homeowners are also not permitted to hire their own roof moss removal company without submitting a Permission Request for approval listing the company name, WCB status, roof moss removal method and chemicals to be used.</p>	X	
32	<p>Incidental cleaning of home exterior; gutters, gutter downspout leaf catchers, windows, skylights, window screens, soffits, handrails, decks, windows, fascia etc. on an as-needed basis (not associated with the painting schedule). NOTE: At times the strata may conduct cleaning if the budget permits.</p> <p>Power washing of deck membranes is prohibited due to the potential damage from high pressure water.</p>		X

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33	<p>Cleaning and weed removal on driveways, sidewalks or patio surfaces (whether concrete, interlocking brick, wood or composite). Only products specifically sold for driveway/walkway weed removal may be used.</p> <p>Power washing of concrete aggregate is permitted. Homeowners are encouraged to do so by March 30 to avoid premium water costs starting April 1.</p> <p>Power washing of interlocking brick walkways is prohibited as it damages/removes the sand underlay resulting in uneven bricks, eventually requiring relaying of the bricks</p>		X
WINDOWS & SKYLIGHTS			
34	<p>Exterior window or skylight (flat original installation) maintenance (excluding washing) or replacement (broken from outside or internal seal compromised); except those replaced or installed under Permission Request. Minor chips on window surfaces are not justification for replacement. Replacement means sealed pane only, not the frame.</p>	X	
35	<p>Maintenance or replacement of solar light tube skylights (sun tunnels) installed with or without Permission Request</p>		X
36	<p>Replacement of exterior windows or skylights required as a condition for a home sale (e.g.: highlighted by a home inspection).</p>		X
37	<p>Cleaning of window screens or replacement due to damage or wear and tear</p>		X
38	<p>Replacement of window or sliding door hardware</p>		X
39	<p>Exterior windows or skylights damaged by impact from inside the home.</p>		X
ELECTRICAL			
40	<p>Wiring between electrical meter and the main breaker, including the main breaker.</p>	X	
41	<p>Electrical panel and all panel components downstream of main breaker, including troubleshooting electrical faults.</p>		X

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42	All electrical wiring and fittings attached to electrical junction boxes such as switches, timers, receptacles and wall & ceiling fixtures inside the home and garage (internal walls).		X
43	All electrical wiring and fittings attached to electrical junction boxes such as switches, timers and receptacles outside the home and garage (exterior walls).	X	
44	Electrical heating system elements for homes built on slab and heated with hot water circulation systems.		X
45	Telephone or data wiring and/or fixtures downstream of the exterior wall connection boxes		X
46	All security system wiring, connection boxes, sensors, monitors, etc., no matter where it is located inside or outside the home.		X
47	Bathroom electrical fan installation, including fan unit and motor, ducting, electrical wiring & connections etc.		X
48	All light fixtures and receptacles mounted inside the soffits to illuminate the home exterior (not bulbs) unless damaged by homeowner.	X	
49	Electrical grid in-floor heating systems		X
	APPLIANCES		
50	All appliances (maintenance or replacement) inside the home such as stove, refrigerator, microwave (including those with fan attached to interior walls above the stove), furnace, vacuflo systems, entertainment systems etc.		X
51	Water heater, maintenance and/or replacement.		X
52	Heat pump maintenance. This includes compressor unit and base, heat pump coil in furnace ducting, all electrical connections and wiring, thermostats, external and internal piping including wall penetrations.		X

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53	Ductwork (including insulation) or piping inside attic such as bathroom fan, dryer, stove fan, furnace, and plumbing vents etc., attached to roof vent fittings. Also, crawlspace heating or cold air return ductwork.	X	
54	Hot water circulation heating system (electric or gas) maintenance or replacement of any component; including troubleshooting.		X
	GAS		
55	All gas piping, tubing, fittings and valves downstream of the gas meter discharge connection, no matter it is where located in the home. Fig. 3.		X
56	Exterior wall mounted gas connection fitting for BBQ		X
57	All gas furnace or hot water heater maintenance and/or replacement.		X
	PLUMBING		
58	Curbside shutoff valve and box	X	
59	Piping from Curbside Shutoff Valve to and including interior Household Shutoff Tap except when damage caused by owner.	X	
60	All plumbing downstream of the interior water shutoff valve (including pressure regulator) inside building walls, floors, garages, attics or crawl spaces. Homeowners are encouraged to replace plastic pipe connections to sinks, toilets, fridge ice maker, dishwasher, etc., with steel braid reinforced pipe connections. Water tap fixtures on outside walls are excluded.		X
61	Maintenance or replacement of water tap assembly on outside wall unless damage caused by owner. Plumbing and exterior wall repairs only. Interior drywall repairs not included.	X	
62	Home Perimeter drainage system.	X	
63	All interior drainage (sewer) piping inside home walls.		X
64	All interior drainage (sewer) piping inside crawl space.	X	

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65	Drainage (sewer) piping outside home walls to sewer system.	X	
	DOORS		
66	Garage Door panels and windows.	X	
67	Garage Door panels, windows and panel hinges requiring replacement due to damage (e.g.: vehicle impact, break in etc.).		X
68	Garage door rails, guide wheels, guide wheel mounts, hinges, hardware mounted to interior walls (including spring), weather stripping, garage door opener (including remote control) and garage door opener connecting bracket on upper garage door panel.		X
69	Exterior doors requiring replacement due to deterioration. Note: doors between the garage and interior of the home are considered as interior doors.	X	
70	Exterior doors or frames requiring replacement due to damage (e.g.: vehicle impact, break in etc.).		X
71	Exterior door hardware including handsets, locks, weather stripping, hinges, eye view fittings, etc. This includes rollers, latches, locks and weather strips on sliding patio doors.		X
72	Sliding patio door roller replacement	X	
73	Exterior screen or storm doors installed by present or previous owner, all maintenance and replacement.		X
74	Exterior storm doors installed by developer.	X	
75	Drop-down ladders (including all mounting hardware from attic inside garage or house)		X
	FIREPLACES		
76	Fireplace vents (wall or roof penetration fitting only) except those installed by homeowner, past or present, with or without a Permission Request.	X	

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77	Fireplace vent piping inside the wall or roof. This includes any fireplace vent piping inside the attic. Fig. 1.	X	
78	All fireplace (gas or electric) maintenance or replacement. Annual servicing by a qualified contractor is recommended for gas fireplaces		X
	PEST CONTROL		
79	Pest control on the outside of home walls (pests attached to or affecting home integrity only), inside attic, inside roof vents and under decks. This includes wasps, hornets, termites, carpenter ants, rodents inside attic space and rodents or vermin (otters, raccoons, etc.) under decks	X	
80	Pest control inside home. This includes garden ant infestations, rodents and other pest infestations caused by owner neglect.		X
81	Garden ant or spider infestations outside the home (excluding carpenter ants)		X
	SNOW REMOVAL		
82	Snow removal from streets only.	X	
83	Snow removal from sidewalks and driveways		X
	BENDER BOARD		
84	Bender board along any area that is rock or stone meeting grass	X	
85	Bender board adjacent to grass, garden beds or dirt can be replaced by homeowner at their expense after approval of a Permission Request		X