



Kirkland Chase Courtyard Townhome Association Maintenance Guide

You are responsible for ensuring that our standards are met. Suppliers and contractors are not. If non-standard doors, fences, etc. are installed, you are responsible for replacing them at your expense.

You can employ any contractor to perform a task that is your responsibility, at your own cost. Any questions about whether the task is the responsibility of the Association or homeowner should be directed to the board before any work is done, or the owner will be responsible for all costs.

The suppliers listed here are those that have done a good job for some of us, but they are not guaranteed or endorsed by the board. Another option is to **use the “handyman” arm of our property management company, Northwest Property Management.** Contact our property manager for more information.

Ask your neighbors for more suggestions!

Outdoor Light Fixtures

Owners are responsible for all outdoor light fixtures. **Light fixtures at the front door and garage door must be identical to the original/existing ones.**

The fixture is Progress Lighting P5878 Renaissance 1-Light Outdoor Wall Sconce. It is available on line.

Replace your fixtures when they become rusty. If your light fixture has just gone gray, it can be painted. Use a matte black paint made for metal.

To create a more consistent look, the light bulbs in front and garage fixtures should be LEDs with integrated photo sensors.

Courtyard light fixtures can be whatever the homeowner wants. (The original fixture is no longer available.) It's best to pick something in a coordinating style and color.

“Malibu lights” are permitted but should be kept upright and looking nice. They should also harmonize with the traditional style of our townhouses.



Light Fixtures: Sources and Resources

The standard **light fixture** can be found on a number of web sites, some of which will have it “on sale” at any given moment. Some to check:

- LightingDesignExperts.com
- 1800lighting.com
- Build.com
- Amazon

Light bulbs should be 60 W equivalent LEDs with integrated photo sensor. FEIT Dusk-to-Dawn bulbs are one example (available at Menard's).

Electricians

Northwest Property Management/EMT
Contact property manager

DuPage Electric (Barlett)
Tom Oates
630-973-8469
tmdupage@gmail.com

REHM Electric (St. Charles)
630-584-0009 rehmelectric@att.net

Doors and Windows

Front entry doors must be six-panel, steel or aluminum, and hunter green. The trim around the door and sidelight must be white.

Door hardware must be brass in color and as similar to existing fixtures as possible. Reuse the existing hardware when possible.

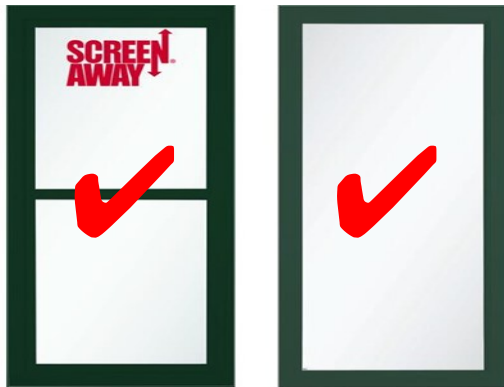
If your door is in good shape but faded, you are responsible for buying the paint and painting the door. See color information below right.

Front storm doors must be aluminum, full-view and hunter green, with either a replaceable full glass or screen panel or a retractable “self-storing” screen.

If your storm door is faded, a rubdown with rubbing compound, available in the automotive section of hardware stores, may help restore the color.

Replacement windows must exactly match the style (appearance) of the original windows. Many window companies now require approval from a board member before starting work.

Window and front door replacements require a building permit and city inspection when they are done.



Doors: Sources and Resources

Replacement doors

Next Window and Door (Naperville)
www.nextdoorandwindow.com (use contact form)
630-355-0277

D-Wing Construction

<https://www.dwingconstruction.com/>
630-556-8099

Replacement windows

Next Window and Door (Naperville)
www.nextdoorandwindow.com (use contact form)
630-355-0277

Gilkey Windows

www.gilkey.com
888-344-5539

Feldco Windows, Siding and Doors

www.4feldco.com
866-433-5326

Painting doors

Below is the formula for one gallon of green paint (Note: you don't need to buy a full gallon; just be sure to tell the person at the paint counter that this is the formula for a gallon):

Dutch Boy Exterior Acrylic Latex Satin House Paint

Colorant Name		OZ	48	96	192	384
KX	White	-	14	1	-	-
B	Lamp Black	1	25	-	-	-
AXX	Organic Yellow	2	35	1	-	1
E	Phthalo Blue	5	21	-	-	-

Dutch Boy exterior paint is available at **Menard's**.

Garage Doors: Sources and Resources

To replace one panel of garage door:

Garage Door Guys (St. Charles)
www.garagedoorguys.biz (use contact form)
847-888-8833

Talk to your neighbors — Garage Door Guys will provide a discount for multiple doors.

Gates and Fences

Back gate, fencing, hardware and latch must be identical to the original style.

Fence should be six feet tall, untreated western red cedar wood with lattice trim on top. Fences may be left to age to a natural grey or be stained with Sherwin Williams Redwood SW3563, Olympic Redwood 704 or Cabot Redwood.

Posts should be six inches by six inches for stability, set a minimum of three feet deep in cement and a maximum of eight feet apart, and be either treated lumber or cedar.

Hinges, latches and hardware should be as similar as possible to the originals; reuse originals if possible.

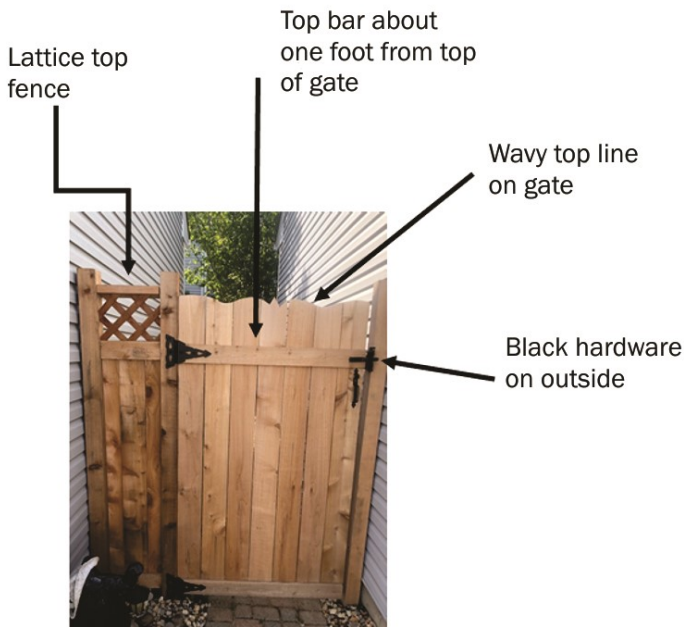
The style of a dividing wooden privacy fence (courtyard area) may vary if both homeowners affected agree, but it must be cedar (see below).

The City of Batavia may require a permit for a new fence installation.

Fences and Gates: Sources and Resources

Ideal Fence has been used by many KCCTA homeowners; they have the advantage of being familiar with the wavy top line on the gate:

Ideal Fence (Aurora)
www.ideal_fence.net **(use contact form)**
630-966-0209



Variances from Standards

There are times when you may have a good reason to depart from the standards; for example, you need to replace the fence you share with a neighbor and you want more privacy than the standard lattice top fence provides.

If for some good reason you need a slight variation from the standards, here's what to do: Put together (in writing) a formal request for permission, a description of what you want to do and why, a photo or sketch of what the result will look like, and a \$25 fee and submit it to the board. Your request must be made **before** any work is done.

Many times the board will approve the variance, sometimes the board will request changes to your proposal, and sometimes your request will be denied. Much depends on how visible the variation is and whether it's a true variation or something completely different.

For example, a request for a wider back gate — one that looks like the others but is wider — for a good reason was approved, but a request to have a completely different gate “just because” would be denied.

Another example: A cedar fence between two courtyard without the lattice top would likely be approved, as long as both neighbors agree, because it's not visible to the outside world, but a back fence that was completely different in height, color or design would probably not.

Questions? Check with a board member.

Homeowner and Association Responsibilities

	Association Responsibility	Homeowner Responsibility	Comments
Air conditioning unit			
Courtyard landscaping, paver brick, faucet fixtures, lighting fixtures, electrical outlet, cement stoop, patio door(s)			Includes any courtyard appurtenances except as noted below.
Wooden privacy fence separating the courtyards of two townhomes			Shared fencing is the responsibility of the co-owners. Replacement wooden privacy fences must meet Association standards.
Back gate and latch of wooden privacy fence			All replacement wooden back gate and latches must meet Association standards.
Landscaping and paver brick adjacent to alley			Includes maintenance of plants, if any.
Alleyway repair and maintenance			
Garage door panels and all mechanical devices			A new door must match the original.
Building siding			
Maintenance of exterior doors, frames, jambs, windows, screens, storm doors			Caulking is also homeowner's responsibility.
Window, front door and garage door trim painting			
Front stoop or porch maintenance			
Front porch railing maintenance and painting			
Front lighting, electrical & faucet fixtures			
Common area sidewalk maintenance & repair			
Gutters and downspouts — maintenance, repair and cleaning			
Mailboxes			Owned and maintained by U.S. Postal Service.
Roof repair and maintenance			
Landscape maintenance — common areas			
Maintenance of courtyard plantings, if any			
Streets — maintenance of Chemes, Swan and Peterson (private roads)			Note that Wagner is a city street.
Snow and ice removal — common sidewalks, porches/ stairs, alleys, Chemes, Swan and Peterson			
Gazebo repair and painting/staining			
Retention pond and detention area maintenance and repair			Shared with single-family HOA and commercial strip.
Sewer service from individual townhouse to nearest outdoor connection			
Any approved change or improvement by homeowner			
Insurance — individual townhomes			
Hot air escape/laundry vent			
Damage to the interior of a unit caused by an exterior issue			