

Date: _____

I, _____, who resides at _____, have requested that the
(Full Name Here) **(Full Address Here)**

Townhome Association and its Agents inquire with _____, who would be performing the
(Vendor name)

following work:

With respect to the Townhome Association rule for *Expense Reimbursement Policy* (condensed rule below), I,

_____, completely understand that **any and all work** that is **not** the financial responsibility of
(Full Name Here)

The Townhome Association will be charged back to me. If a matter is an *an association* issue (foundation, roof, chimney, foots or façade), the Association **must** choose the vendor. If the owner disagrees with the findings, the owner is welcome to choose to bring in their own vendor **at their cost**.

“1. If the Townhome Association investigates and/or makes any repairs for a Townhome or Townhome Owner that is subsequently determined to be the responsibility of the Townhome Owner under the Townhome Declaration and By-Laws or any applicable administrative or judicial ruling, then in that event, the Townhome Association shall chargeback such expenses to the responsible Townhome Owner and his/her Townhome, to be paid to the Townhome Association on such terms as determined by the Townhome Board.

2. If a Townhome Owner investigates and/or makes any repairs which are later determined to be the responsibility of the Townhome Association under the Townhome Declaration and By-Laws or any applicable administrative or judicial ruling, then in that event, the Townhome Association shall reimburse the Townhome Owner for the reasonable cost of any required work, provided however, that the Townhome Owner had given written notice to the Townhome Association of the situation prior to incurring such expenses (excepting only in emergency situations in which such prior notice was not practical).”

The Association and Homeowner(s) agree that the Association's efforts in this matter does not constitute (and should not be considered to constitute) an admission or acceptance of responsibility on the part of the Association for any maintenance, repair or replacement of the *matter in question* or any components thereof (*beyond the roofs, less the skylights*); and, in that regard, the Homeowners understand that the Association would not be offering its assistance in this matter unless, and on the condition that, the Homeowners agree to this disclaimer of Association responsibility.

Acknowledged by: _____
(Homeowner's Signature)

Management Acknowledgment:

(Management Representative Signature)

(Management Representative Signature)