

## MAINTENANCE RESPONSIBILITY CHECKLIST

MAINTENANCE ITEM	HOA	OWNER	COMMENTS
<b>LANDSCAPE &amp; GROUNDS MAINTENANCE</b>			
LAWN MAINTENANCE & EDGE TRIMMING	X		WEEKLY MOWING, EDGING & BLOWING (SEASONAL)
TREE MAINTENANCE & REPLACE	X		FERTILIZATION & PRUNING AS NEEDED
SHRUB MAINTENANCE & REPLACE	X		ANNUAL REPLACEMENTS AS NEEDED
SHRUB TRIMMING & TREE PRUNING	X		THREE TIMES PER YEAR OR AS NEEDED
LAWN & SHRUB FERTILIZATION	X		SEASONAL LAWN TREATMENT & CARE
SPRINKLER MAINTENANCE & REPAIR	X		IRRIGATION REPAIRS AS NEEDED
IRRIGATION WATER	X		ALL IRRIGATION WATER PAID BY HOA
PINESTRAW AND/OR MULCH REPLENISHMENT	X		TWO APPLICATIONS PER YEAR
WEED CONTROL IN BED AREAS	X		SPRAY TREATMENT ONCE PER WEEK
ENTRY FLOWER PLANTING	X		ANNUALS PLANTED IN SPRING & FALL
<b>PEST CONTROL</b>			
INTERIOR & EXTERIOR PEST CONTROL		X	INCLUDES ANTS, ROACHES, SPIDERS, ETC.
UNIT TERMITE BOND & TREATMENT	X		BOND INSPECTION ONCE PER YEAR
UNIT TERMITE INSPECTIONS (RESALE)		X	RESPONSIBILITY OF BUYER OF RESALE UNIT
FIRE ANT TREATMENT	X		GRANULAR TREATMENT ONCE PER WEEK
MOSQUITO TREATMENT OF DETENTION AREA	X		MAY BE ADDED COST TO ASSOCIATION
<b>INSURANCE COVERAGE</b>			
EXTERIOR IMPROVEMENTS		X	HOMEOWNER'S INSURANCE PAID BY OWNER
INTERIOR IMPROVEMENTS		X	HOMEOWNER'S INSURANCE PAID BY OWNER
GENERAL LIABILITY OF ASSOCIATION	X		\$1,000,000 IN LIABILITY COVERAGE
FIDELITY INSURANCE	X		PROTECTS HOA AGAINST MONETARY THEFT
<b>COMMON AREA &amp; AMENITIES</b>			
COMMUNITY LIGHTING	X		ENTRY & STREET LIGHTS
DRIVEWAYS & ALLEYS	X		REPAIRS TO PAVED AREAS
SIDEWALK REPAIR	X		ONLY WHEN CRACK EXCEEDS ¼"
SURFACE WATER DRAINAGE & RUNOFF	X		APPLIES TO STANDING WATER >48 HOURS
MAILBOX REPAIRS	X		MAILBOX KIOSK REPAIRS AS NEEDED
<b>EXTERIOR REPAIR &amp; REPLACEMENT</b>			
DOOR REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
DOOR HARDWARE REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
DOOR GLASS REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
DOOR LOCKS - RE-KEY		X	RESPONSIBILITY OF UNIT OWNER
WINDOW REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
WINDOW CLEANING		X	RESPONSIBILITY OF UNIT OWNER
EXTERIOR LIGHT FIXTURE REPLACE	X		RESPONSIBILITY OF HOA
EXTERIOR LIGHT BULB REPLACE		X	RESPONSIBILITY OF UNIT OWNER
UNIT ADDRESS PLAQUE REPAIR OR REPLACE	X		RESPONSIBILITY OF HOA
SHUTTER REPAIR OR REPLACE	X		RESPONSIBILITY OF HOA
STORM OR SCREEN DOOR REPAIR		X	RESPONSIBILITY OF UNIT OWNER
SUN TUNNEL OR SKYLIGHT REPAIR		X	RESPONSIBILITY OF UNIT OWNER
SCREEN REPAIR OR REPLACEMENT		X	RESPONSIBILITY OF UNIT OWNER
SLIDING DOOR REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
SLIDING DOOR LOCK REPAIR OR REPLACE		X	RESPONSIBILITY OF UNIT OWNER
STUCCO REPAIR	X		RESPONSIBILITY OF HOA
SIDING, TRIM REPAIR OR REPLACE	X		RESPONSIBILITY OF HOA
SHINGLE REPAIR OR REPLACE	X		RESPONSIBILITY OF HOA
METAL ROOF REPAIR OR REPLACE	X		RESPONSIBILITY OF HOA
GUTTER CLEAN-OUT	X		ONCE PER YEAR, IF NEEDED
GUTTER REPAIR & REPLACEMENT	X		RESPONSIBILITY OF HOA
DOWNSPOUT REPAIR & REPLACE	X		RESPONSIBILITY OF HOA
EXTERIOR DOOR & WINDOW CAULKING	X		RESPONSIBILITY OF HOA
POWDER COAT ALUMINUM FENCE REPAIR	X		RESPONSIBILITY OF HOA
PRESSURE WASH EXTERIOR	X		WASH EVERY TWO YEARS, IF NEEDED
DRYER VENT REPAIR		X	RESPONSIBILITY OF UNIT OWNER
MECHANICAL VENT REPAIR		X	RESPONSIBILITY OF UNIT OWNER
<b>PAINTING &amp; STAINING</b>			
FRONT ENTRY DOOR	X		STAIN EVERY TWO YEARS
COURTYARD EXTERIOR DOOR	X		PAINT EVERY TWO YEARS
SIDING, TRIM, COLUMNS & STUCCO	X		PAINT EVERY FIVE YEARS