



Maintenance Responsibility – Residential Buildings

Components/Elements	Association responsibility	Co-owner responsibility	Comments
Front Entrance and Deck Doors			
Door Exterior (surface only)	X		Association paints doors only. Co-owner responsible for replacing exterior doors.
Door interior (surface)		X	
Hinges, latches & locks		X	
Glass		X	
Storms doors & Screens		X	The approved screen color is charcoal.
Sliding Doors			
Glass		X	
Locks		X	
Screens		X	Approved color is charcoal.
Inside Trim		X	
Rollers		X	
Tracks		X	
Weather stripping		X	
Garage Doors			
Weather stripping (Bottom)	X		Issue work request if you need weather stripping on door.
Exterior surface, edges and bottom maintenance	X		
Replacement/repair of panels and or door	X		Door replacement will be on a case- by-case basis and requires prior approval. Doors damaged by a co-owner are their responsibility.
Springs, wheels, track and opener/remote, including lubrication		X	
Interior Doors and Door from garage to interior		X	
Windows, Screens, Skylights			
Window frames, weather stripping and screens		X	Except for outside damage to the casings, windows are the responsibility of the co-owner including replacement. Board must approve your replacement window selection. Please keep screens or storms in your windows and in good repair. Approved screen color is charcoal.
Skylights-frame	X		
Skylights-glass	X		
Locks and inside frame		X	
Glass –windows		X	Seals can break in glass and cause

			condensation. Glass should be replaced.
Glass cleaning (inside & out)		X	
Light Fixtures-Outside			
Garage photo cell, lamps and bulb replacement	X		Association replaces garage bulbs only.
Porch and deck light fixtures		X	Porch lights must match garage light fixtures
Porch and deck light bulbs replacement		X	
Interior switch		X	
Exterior electrical outlets	X		

Light Fixtures-Interior			
Switches and plugs from circuit breaker box		X	
Service to meter and meter to circuit breaker box	X		
Circuit breaker box	X		
Gas Line and Dryer Vents			
Gas line to point of connection with outlets and fixtures	X		
Periodic furnace and air conditioning inspection		X	Replace furnace filters monthly in winter for better operation
Dryer vents		X	Please clean out your dryer vents periodically. Don't forget to clean the interior one too. Can be a fire hazard.
Balconies, porches, decks and railings		X	Co-owner is responsible for basic maintenance- sweep clean, remove snow and leaves from balconies Decks are power washed and stained periodically by the Association. Do not store anything below decks.
Porch roofs, porch ceilings and awnings	X		
Roof and Gable vents	X		
Walks and steps	X		Association removes snow from these areas and makes repairs as needed. Co-owners to apply own calcium chloride unless you make a special request and it will be done for you.
Chimney			
Flue caps and screens	X		
Bird/pest removal	X		
Cleaning		X	Chimney should be cleaned every 2 years if you have wood burning fireplace.
Damper		X	
Inspection		X	
Fire place interior		X	
Exterior painting & siding	X		
Gutters, roof, down spouts and runners	X		Except for personal damage to gutters. Replacements of splash blocks are co-owner responsibility.
Internal Unit Plumbing		X	
Interior drains to wall or floor	X		Except for co-owner neglect for not keeping

connection			the drain clear.
Main (common) building shutoff valve	X		From time to time the co-owner whose unit contains the main water shutoff may need to allow access for work to be done on other units in the building. Association will cover replacement of building shutoff valves.
Interior water shutoff valves		X	Co-owner is responsible for replacing worn or faulty valves. Turn off outside valves in winter or they can freeze and burst.
Faucets, fixtures and cabinets		X	Note: for insurance purposes if your unit has any upgrades - cabinets, fixtures, carpeting, built-ins etc... your condominium policy (HR6) policy will need to cover the upgrade.
Kitchen and bathroom plumbing fixtures		X	

Components/Elements	Association responsibility	Co-owner responsibility	Comments
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Appliances including garbage disposals		X	
Communications connections		X	Satellite dish locations must be approved by the board.
Outside water valve	X		Co-owner responsible for turning off valve to outside water and removing hoses in winter
Furnace, water heater, air conditioner, humidifier and laundry tub		X	Furnace filters should be changed once every month in winter and once during the summer. Keep heat at 60 degrees if you are away in winter.
Water leaks from an outside source	X		Association will repair source of outside leak but co-owner is responsible for inside repairs-except for drywall will be repaired/replaced and primed.
Inside damage		X	
Water leaks from interior (repairs)		X	If you are gone or on vacation during the winter, please shut off the water in your unit in the event of frozen pipes.
Sump pump	X		Association will seal pump but will not pay for active systems.
Floor coverings		X	
Floor squeaks		X	
Drywall		X	Except when caused by damage from outside leak.
All interior modifications		X	Upgrades need to be covered by homeowner policy.
Window wells	X		
Window well coverings		X	Coverings are optional and co-owner responsibility.
Bird infestation in attic or insect/rodent infestation	X		Contact Pasco immediately to arrange exterminator.
Alarm system		X	Optional. Co-owner responsibility.
Attic, ceiling fan, wiring and switches		X	

Sanitary sewers	X		
Storm drains	X		
Concrete walls and floor	X		
Snow removal from walks, drives and steps	X		
Ice removal from walks and drives		X	Beginning winter 2004/5 co-owners are being asked to use calcium chloride (provided by Association) to remove their own ice from walks and drives. Regular salt is destroying our grass and concrete walks and drives.
Interior heating ducts and registers		X	

Maintenance Responsibility – Grounds

Component/Element	Association Responsibility	Co-owner Responsibility	Comments
Garden Area-Limited Common Area		X	Defined as from the front door to the driveway and the lawn. Includes plantings in front of garage. Also includes the lower back patio and the plantings/bushes next to the unit/ building.
Bushes-trimming/replacement		X	The Association does not trim bushes in limited common areas. Includes those in front and back of your unit. Bushes should be maintained so they do not block, touch or hang over windows, address signs, lights, roofs, sides of buildings, sidewalks, driveways, porches or decks. You can request Pasco to trim at your cost.
Flowers/vegetation-planting and maintenance		X	Whether you plant flowers or have simple plantings in your common area- you are responsible for maintaining it and keeping it mulched and cut back. Shared courtyards and driveways are the responsibility of both co-owners. Fines will be issued for those who do not keep their garden areas maintained.
Outside water valve/hoses		X	Please shut of exterior water to outside faucet before winter. Remove hoses.
Landscaping and tree service	X		Trees will be trimmed in front and back of property.
Grass cutting and fertilizing	X		Repairs to grass caused by a co-owner will be charged back to the co-owner. Please watch areas next to driveways.
Snow removal and salting of main roads	X		Main roads only will be salted. Snow will be removed from walks, drives and steps. Co-owners will be given calcium chloride to salt their own walks and drives as needed. Will help prevent damage to grass and concrete.

Storm and sanitation sewers	X		
Roadways, driveways, curbs and walks	X		To be replaced/repared as needed.
Sprinkler system	X		Runs from spring through early fall as water conditions warrant.
Exterior portion of air conditioning unit		X	A heating/cooling company should check air conditioning units yearly. You are responsible for repairs and replacement.
Streetlights	X		
Parking areas	X		To be used for guest parking and short-term parking of your vehicle. Long- term parking is not allowed.
Mailboxes		X	No one has duplicate keys for the co-owners mailboxes. Lost keys involve drilling out and changing the lock. The cost is about 30 minutes of locksmith time plus the cost of the new lock. Make a duplicate key....
Signs, Yard Art and Holiday Decorations	X		Individual signs such as, " for sale", personal or political signs are prohibited. No decorative art or signage is allowed on the exterior of the buildings. Holiday decorations should not be affixed to the brick, gutters, trim or siding.

Maintenance Responsibility – Common Elements

Components/Elements	Association responsibility	Co-owner responsibility	Comments
Pool, Cabana, tennis court, spa	X		Follow pool and tennis court rules
Ponds and Fountains	X		
Gate house	X		
Entrance walls, lights, fence	X		
Property boundaries	X		

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