

# **GUIDELINES FOR MAINTENANCE AND REPAIR**

## **HOMEOWNERS ASSOCIATION WILL MAINTAIN:**

1. Electrical wiring from CG&E transformer to the unit's breaker box.
2. Water lines from meter to individual unit water shut off {located by water heater}.
3. Exterior painting.
4. Brick, Wood Siding, and wood trim.
5. Roof, Roof Vents, Gutters, and Downspouts.
6. Sidewalks, Parking Lots, and Driveways.
7. Snow moving
8. Pool repairs.
9. Trash removal.
10. Dryer vent {exterior covers only}.
11. Front stoops and front step repair.
12. Lawn care maintenance and tree/shrub replacement.
13. Street signs.
14. Maintenance of exterior light fixtures and street lights.
15. Exterior water faucets.
16. Common area electric.
17. Insurance: Structural and Liability.
18. Patios, balconies and railings.
19. Pest control services for termites and carpenter ants – wood destroying pests only.

## **INDIVIDUAL HOMEOWNER WILL MAINTAIN:**

1. Window and screen maintenance or replacement.
2. Air conditioner, furnace, water heater, and household appliances.
3. Chimney screens and chimney cleaning.
4. Entrance door, molding and trim {repair or replacement}.
5. Mailbox lock and keys.
6. All glass surfaces on unit.
7. Dryer vents.
8. Interior maintenance: lighting fixtures, Formica tops, plumbing fixtures, service piping, drains, and electrical wiring.
9. Insurance: Homeowner will carry interior insurance known as a HO6 policy.

**This is a general guideline for Homeowner and Association responsibilities. As situations develop which are not mentioned above, the Board of Directors will determine responsibility.**