

Sample Repair & Maintenance Chart for a 9-Unit HOA - La Jolla

Repair Type	Responsible Party	Details	Frequency
Common Area Landscaping	HOA	Maintenance of shared green areas, gardens, and lawns.	Monthly
Building Exterior (Paint, Stucco, etc.)	HOA	Repair and repainting of building's exterior, including stucco and siding.	Every 5-7 years
Roof Repairs/Replacement	HOA	Common roof maintenance and repairs. Includes leaks, flashing, etc.	As needed (based on inspection)
Shared Walkways and Driveways	HOA	Repair of cracks, potholes, or other damage in shared areas.	As needed
Common Area Lighting (Exterior)	HOA	Repair and maintenance of lighting in common areas (e.g., pathways, parking lots).	As needed
HVAC for Common Areas	HOA	Maintenance and repairs for central HVAC or any shared heating/cooling systems.	Annually/As needed
Plumbing for Common Areas (Sewer, etc.)	HOA	Major plumbing repairs in shared plumbing systems (e.g., sewer lines).	As needed