

**Sawmill Woods**  
**Maintenance Responsibility Guidelines**  
**A = Association    O = Owner**

Air Conditioner	O	Electrical Outlets:		Plumbing:	
Attic:		Inside	O	Inside Unit	O
Insulation	O	Outside	O	Outside Unit	O
Firewall/Drywall	O	Exterior Siding	A	Hose/Spigot/Apron	O
Chimney Cap:		Fencing:		Water Supply:	
Repair	A	Patio Divider Fence	A	Unit Meter	City Utilities
Replace	A	Replacement	A	To Meter	City Utilities
Chimney Flashing	A	Repair	A	Meter to Inside	O
Chimney Leaks	A	Staining	A	Powerwashing (within reach)	O
Chimney Flue:		Privacy Fence	O	Roofing:	A
Cleaning	O	Replacement	O	Vent Pipes	A
Repair	O	Repair	O	Roof Vents	A
Replacement	O	Staining (exterior only)	A	Sewer Stoppage:	
Chimney:		Shrubs	O	Inside Blockage	O
Exterior	A	Interior Upkeep	O	Outside Blockage	A
Interior	O	Furnace	O	Skylights:	
Concrete Commons:		Gable Vents	A	Leaking	A
Front Porch	A	Garage Doors:		Replacement	A
Back Patio	A	Assembly	O	Sump Pump:	O
Sidewalks	A	Repair/Replace	O	Discharge/Drain Tile	O
Driveways	A	Damaged	O	Smoke Detectors	O
Critter Control:		If Bad by Age	A	Snow Removal: done at 2 inches	
Interior (includes patio & porch areas)	O	Garage Floors - Maintenance	O	Drives	A
Exterior (if not in natural habitat or doing damage to unit)	A	Gutters & Downspouts	A	Roadways	A
Doors:		Interior Damage/Repair	O	Sidewalks	A
Front Door	A	Interior Slabs:		Vent Pipes – Interior:	
Repair	A	Minor Repair	O	Repair	O
Replacement	A	Major Repair	A	Replacement	O
Paint	A	Landscaping:		Bird Nest Removal	O/A
Door Knobs	O	Annual Maintenance	A	Windows:	
Locks	O	Homeowner Plantings	O	Broken Glass	O
Keys	O	Insecticide	A	Exterior Caulk	A
Broken Glass	O	Ivy	O	Exterior Trim	A
Patio Door:		Mowing/Fertilizing	A	Screens (by age)	A
Repair	A	Mulching	A	Strings	A
Replace	A	Shrub Pruning	A	Thermal Seal	A
Broken	O	Shrub Replacement	A	Washing	O
Broken Glass	O	Weeding (per association contract beds weeded 2 times per year)	O	<b>Other Common Ground</b>	
Thermal Seal	A	Light Fixtures:		All other damage to buildings or common grounds due to negligence from owners or their tenants/guests	O
Paint Ext. Trim	A	Fixture Replacement	A	<b>Trash Pickup – Mondays</b>	
Caulking	A	Bulb Replacement	O	Trash bins are allowed out between dusk the night before pickup and must be put away by dusk the day of pickup. They must be placed in your garage when not at the curb.	
Washing	O	Mailboxes:			
Track	A	Keys	Post Office		
Locks	A	Maintenance	Post Office		
Storm Door	O	Replacement	Post Office		
Doorbells	O	Painting:			
Dryer Vent:		Exterior trim & doors is done every 6 years.	A		
Interior	O	Patio Decking/Pavers	O		
Exterior	A				

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