

Yardley Court Homeowners Association, Inc.
Maintenance Responsibility Checklist
(updated: March 2024)

This Maintenance Checklist was developed to assist Members of Yardley Court Homeowners Association, Inc. (“the HOA”) in understanding responsibilities for general maintenance-related issues within Yardley Court. Members are responsible for maintaining their respective Condominium Units, unless a maintenance item is specifically assigned in the HOA’s governing documents to the HOA. The HOA is not responsible for costs associated with Member negligence. In the event of a conflict between this Maintenance Checklist and the HOA’s governing documents, the governing documents shall control. This Maintenance Checklist may be updated and amended and may not necessarily address every maintenance situation. Please contact the HOA’s property manager if you have questions. As used herein, “maintenance” generally refers to maintenance, repairs, and replacements that become necessary over time due to “wear and tear.”

DESCRIPTION	RESPONSIBILITY
Balconies	
Repair & Replacement of Structural Components & Decking	HOA ¹
Painting / Staining of Beams in Common Area	HOA
Cleaning & General Upkeep	Owner
Exterior Electrical Outlet within Balcony Area	Owner
Painting or Staining of Deck Floorboards	Owner
Building Structure	
Foundation/Slab	HOA
Exterior Walls	HOA
Unit Perimeter Walls (excluding any interior wall finishes such as drywall)	HOA
Unit Interior Walls	Owner
Clubhouse	
Repairs & Maintenance	HOA
Common Hallways	
General Cleaning & Upkeep	HOA
Stairs	HOA
Entrances & Exits	HOA
Doors	
Common Area Doors & Frames	HOA

¹ Per HOA Board Resolution Dated _____, 2024.

Exterior Unit Doors, Including Trim, Jambs, Thresholds & Framing (excluding exterior painting by HOA)	Owner
Cleaning of Unit Entry Doors Inside Common Area Hallways (except for painting)	Owner
Painting of Unit Entry Door	Owner
Door Inside Units	Owner
Sliding Doors (including maintenance & repair)	Owner
Screen/Storm Door	Owner
Patio Doors	Owner
Caulking Inside Unit	Owner
Caulking Outside Unit	Owner
Hinges & Hardware	Owner
Operations & Adjustments of Locks	Owner
Glass in Doors	Owner
Ductwork	
Cleaning	Owner
Repair/Replacement	Owner
Exterior Lights	
Exterior Security Lights	HOA
Street Lights	HOA
Garage Exterior Lights	HOA
Lights within Patio or Balcony Area	Owner
Flowers and Garden Beds	
Adjacent to Side, Front, Rear of Units	Owner
Within Patio Area	Owner
Common Areas	HOA
Furnaces and Air Conditioning	
Cleaning	Owner
Inspection/Testing	Owner
Repair & Replacement	Owner
Electric Shut-Off Outside Unit	Owner
Flue Maintenance & Repair	Owner
Garages	
Painting, Trim, Framing	HOA
Roofs	HOA
Numbers	HOA
Interior Garage Cleaning & Upkeep	Owner
Garage Door Opener	Owner
Garage Door Repair/Replacement	Owner
HVAC Add-On Equipment	
Humidifiers & Dehumidifiers	Owner
Water Softeners	Owner

Water Purifiers	Owner
Air Cleaners	Owner
Interior Repairs/Replacements	
Settling Cracks	Owner
Appliances, Lights & Thermostats	Owner
Cabinets	Owner
Caulking on Interior Plumbing Fixtures & Electric Fixtures	Owner
All Other Fixtures Serving 1 Unit Only	Owner
All Other Equipment Serving 1 Unit Only	Owner
Floor Coverings	Owner
Painting & Decorating	Owner
Wall Coverings	Owner
Window Treatments	Owner
Lawn	
Common & Limited Areas	HOA
Cutting, Mowing & Fertilizing Lawn & Pruning Bushes	HOA
Planting of Flowers & Trees – Common Areas	HOA
Replacement & Reseeding	HOA
Planting & Care of Flowers Installed by Owner Adjacent to Unit	Owner
Leaf Removal	HOA
Watering & Irrigation System	HOA
Painting	
Exterior of Buildings	HOA
Interior of Unit	Owner
Patios	
Maintenance, Repair & Replacement	HOA ²
General Upkeep & Cleaning	Owner
Exterior Electrical Outlet within Patio	Owner
Pest Control	
Exterior	HOA
Interior	Owner
Property Damage	
Owner, Tenant, or Guest Negligence	Owner
Outside Damage from Acts of Nature	HOA
Any Repairs within a Unit from Faulty Equipment, Water Leaks, or Negligence	Owner
Any Water or other Damage to Unit(s) below Caused by Faulty Lines, Equipment or Negligence Originating from Upstairs Unit	Upstairs Unit Owner
Damage Caused by Ants, Termites, Etc.	Owner

² See footnote 1, above.

Roofs	
Repair & Maintenance	HOA
Gutters & Downspouts	HOA
Roof Leak Damage – Exterior	HOA
Roof Leak Damage – Interior	Owner
Unit Drywall Repair Resulting from Roof Leak	Owner
Exhaust Fans & Vents	Owner
Sidewalks	
Common Area Sidewalks & Steps	HOA
Security Systems & Smoke Detectors	
Security System (individual Unit)	Owner
Unit Smoke Detector (required)	Owner
Fire Extinguishers (individual Unit)	Owner
Snow Removal Over 3 Inches	
Stoops & Sidewalks	HOA
Streets	HOA
Unit & Visitor Parking	HOA
Patios & Balconies	Owner
Storage Areas	
Exterior	HOA
Interior Cleaning & General Upkeep	Owner
Streets	
Signs	HOA
Paving/Repair	HOA
Numbering Parking Spaces or Curb Repair	HOA
Swimming Pool	
Care and Maintenance	HOA
Termite Control	
Exterior of Buildings	HOA
Interior of Individual Units	Owner
Damage to Interior of Unit	Owner
Water and Sewer	
Pipes & Lines Outside Structure Leading to Sewer or Water Main Serving Multiple Units	HOA
Sewer Lines from “Clean Out” Pit to Main Line	HOA
Pipes & Lines Inside Walls Serving 1 Unit	Owner
Pipes & Lines Inside Walls Serving Multiple Units	HOA
All Pipes & Lines of HOA Fire Sprinkler System	HOA
Exterior Faucets	HOA
Sewer Vent Pipe	HOA

Windows	
Repair, Replacement & Maintenance	Owner
Inside & Outside Caulking	Owner
Screens	Owner
Framing, Sills, Jambs, Sashes	Owner
Common Area Window Washing	HOA
Unit Window Washing Exterior & Interior	Owner
Wiring	
Interior Electrical	Owner
Exterior Electrical (serving multiple Units)	HOA
Exterior Electrical (serving 1 Unit only)	Owner
TV Cable	Owner
Security Cable	Owner
Internet	Owner