

MAINTENANCE CHECKLIST
Effective September 1, 2025

The Maintenance Checklist provides transparency and clarity regarding the definition of ‘normal’ maintenance and the Association and Residential Unit Owner responsibilities. In the event of a conflict between the maintenance checklist and the provisions of the Declaration, the Declaration shall control. Anything not reflected on this checklist is deemed to be the responsibility of the homeowner.

MAINTENANCE ITEM	HOA	OWNER	COMMENTS
LANDSCAPE & GROUNDS MAINTENANCE	X		Weekly mowing /edging/blowing of common spaces (seasonal)
SHRUB & TREE REPLACEMENT	X		At the discretion of the board
SHRUB & TREE MAINTENANCE	X		2 times per year as needed
LAWN & SHRUB FERTILIZATION	X		As needed
SPRINKLER MAINTENANCE & REPAIR	X		Irrigation repairs as needed
IRRIGATION WATER	X		Paid by HOA
PINE STRAW/MULCH REPLENISHMENT	X		As needed
WEED CONTROL IN BED AREAS	X		Spray treatment
ENTRY FLOWER PLANTING	X		Annuals planted in spring & fall
PEST CONTROL			
UNIT TERMITE BOND & TREATMENT	X		Bond inspection once per year
INTERIOR & EXTERIOR PEST CONTROL		X	Includes ants, roaches, spiders, etc.
UNIT TERMITE INSPECTIONS (RESALE)		X	Responsibility of buyer of unit
FIRE ANT TREATMENT	X		Responsibility of HOA
MOLE/VOLE TREATMENT	X		Responsibility of HOA
INSURANCE COVERAGE			
EXTERIOR IMPROVEMENTS	X		Insurance paid by HOA
GENERAL LIABILITY OF ASSOCIATION	X		\$1,000,000 liability coverage
UMBRELLA POLICY	X		Insurance paid by HOA
FIDELITY INSURANCE	X		Protects HOA from monetary theft

COMMON AREAS & AMENITIES			
COMMUNITY LIGHTING	X		Entry & streetlights
DRIVEWAYS	X		Repairs to paved areas
SIDEWALK REPAIR	X		Only when crack exceeds 1/4 inch
SURFACE WATER DRAINAGE & RUNOFF	X		Applies to standing water >48 hours
MAILBOX REPAIR	X		As needed
PRESSURE WASHING BRICK, EXCLUDING THE PATIO	X		At the board's discretion
EXTERIOR REPAIRS & REPLACEMENTS			
UNIT FOUNDATION	X		Responsibility of HOA
ROOFS (REPAIR, MAINTAIN AND REPLACE	X		Responsibility of HOA
EXTERIOR LIGHT FIXTURE REPLACEMENT	X		Responsibility of HOA
UNIT ADDRESS PLAQUE REPAIR/REPLACE	X		Responsibility of HOA
SIDING, TRIM REPAIR OR REPLACE	X		Responsibility of HOA
SHINGLE REPAIR OR REPLACE	X		Responsibility of HOA
GUTTER CLEAN-OUT	X		Responsibility of HOA, once per year if needed
GUTTER REPAIR & REPLACEMENT	X		Responsibility of HOA
GUTTER GUARD INSTALL/REPLACE	X		At the board's discretion
DOWNSPOUT REPAIR & REPLACEMENT (EXCEPT DOWNSPOUT EXTENSIONS)	X		Responsibility of HOA
EXTERIOR DOOR & WINDOW CAULKING	X		Responsibility of HOA
SOFFIT & FACIA REPAIR	X		Responsibility of HOA
DOOR REPAIR		X	Responsibility of unit owner
DOOR HARDWARE REPAIR OR REPLACE		X	Responsibility of unit owner
DOOR GLASS REPAIR OR REPLACE		X	Responsibility of unit owner
DOOR LOCK, RE-KEY		X	Responsibility of unit owner
WINDOW OR GLASS REPAIR OR REPLACE		X	Responsibility of unit owner

WINDOW CLEANING		X	Responsibility of unit owner
EXTERIOR LIGHT BULB REPLACE		X	Responsibility of unit owner
STORM DOOR REPAIR		X	Responsibility of unit owner
SUN TUNNEL OR SKYLIGHT REPAIR		X	Responsibility of unit owner
SCREEN REPAIR OR REPLACEMENT		X	Responsibility of unit owner
PATIO/SLIDING DOOR REPAIR OR REPLACE		X	Responsibility of unit owner
PATIO/SLIDING DOOR LOCK REPAIR OR REPLACE		X	Responsibility of unit owner
DRYER VENT REPAIR/CLEAN-OUT		X	Responsibility of unit owner
MECHANICAL VENT REPAIR		X	Responsibility of unit owner
PRESSURE WASHING INSIDE PATIO		X	Responsibility of unit owner
WALL HYDRANT REPAIR		X	Responsibility of unit owner
PAINTING OUTSIDE DOORS		X	Responsibility of unit owner
DOOR FRAME REPAIR		X	Responsibility of unit owner
LIGHT BULBS OUTSIDE FIXTURES		X	Responsibility of unit owner
WASTE			
THE DISPOSAL OF RUBBISH, TRASH, GARBAGE, LANDSCAPING MATERIAL OR OTHER WASTE		X	Responsibility of unit owner