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

AMENITIES COMMUNITY LIGHTING X Entry & streetlights DRIVEWAYS X Repairs to paved areas SIDEWALK REPAIR X Only when crack exceeds 1/4 inch SURFACE WATER X Applies to standing water >48 hours DRAINAGE & RUNOFF At the board's discretion BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, ADDITION AND REPLACE EXTERIOR LIGHT FIXTURE X RESPONSIBILITY OF HOA REPLACEMENT UNIT ADDRESS PLAQUE X RESPONSIBILITY OF HOA REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	COMMON AREAS 6			
DRIVEWAYS SIDEWALK REPAIR X SIDEWALK REPAIR X Only when crack exceeds 1/4 inch SURFACE WATER DRAINAGE & RUNOFF MAILBOX REPAIR X As needed PRESSURE WASHING BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X RESPONSIBILITY OF HOA REPLACEMENT UNIT ADDRESS PLAQUE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	COMMON AREAS & AMENITIES			
SIDEWALK REPAIR X Only when crack exceeds 1/4 inch SURFACE WATER X Applies to standing water >48 hours DRAINAGE & RUNOFF MAILBOX REPAIR X As needed PRESSURE WASHING X At the board's discretion EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	COMMUNITY LIGHTING	X		Entry & streetlights
SURFACE WATER DRAINAGE & RUNOFF MAILBOX REPAIR X As needed PRESSURE WASHING BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X REPLACEMENT UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X As needed At the board's discretion As needed At the board's discretion Responsibility of HOA	DRIVEWAYS	X		Repairs to paved areas
DRAINAGE & RUNOFF MAILBOX REPAIR X As needed PRESSURE WASHING BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X RESPONSIBILITY OF HOA REPLACEMENT UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X As needed At the board's discretion At the board's discretion Responsibility of HOA	SIDEWALK REPAIR	X		Only when crack exceeds 1/4 inch
MAILBOX REPAIR X As needed PRESSURE WASHING X At the board's discretion BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR X Responsibility of HOA REPLACE SHINGLE REPAIR OR X Responsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	SURFACE WATER	X		Applies to standing water >48 hours
PRESSURE WASHING BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION ROOFS (REPAIR, MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE EXPLACEMENT UNIT ADDRESS PLAQUE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X At the board's discretion Responsibility of HOA Responsibility of HOA, once per year if needed	DRAINAGE & RUNOFF			
BRICK, EXCLUDING THE PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR X Responsibility of HOA REPLACE SHINGLE REPAIR OR X Responsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	MAILBOX REPAIR	X		As needed
PATIO EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR X Responsibility of HOA REPLACE SHINGLE REPAIR OR X Responsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	PRESSURE WASHING	X		At the board's discretion
EXTERIOR REPAIRS & REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR X Responsibility of HOA REPLACE SHINGLE REPAIR OR X Responsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	BRICK, EXCLUDING THE			
REPLACEMENTS UNIT FOUNDATION X Responsibility of HOA ROOFS (REPAIR, X Responsibility of HOA MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X Responsibility of HOA REPAIR/REPLACE SIDING, TRIM REPAIR OR X Responsibility of HOA REPLACE SHINGLE REPAIR OR X Responsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	PATIO			
ROOFS (REPAIR, MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE EXTERIOR LIGHT FIXTURE TO RESPONSIBILITY OF HOA REPLACEMENT UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA				
MAINTAIN AND REPLACE EXTERIOR LIGHT FIXTURE X Responsibility of HOA REPLACEMENT UNIT ADDRESS PLAQUE X REPAIR/REPLACE SIDING, TRIM REPAIR OR X REPLACE SHINGLE REPAIR OR X RESponsibility of HOA REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	UNIT FOUNDATION	X		Responsibility of HOA
EXTERIOR LIGHT FIXTURE REPLACEMENT UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA	ROOFS (REPAIR,	X		Responsibility of HOA
REPLACEMENT UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT Responsibility of HOA Responsibility of HOA Responsibility of HOA Responsibility of HOA, once per year if needed	MAINTAIN AND REPLACE			
UNIT ADDRESS PLAQUE REPAIR/REPLACE SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA Responsibility of HOA Responsibility of HOA, once per year if needed	EXTERIOR LIGHT FIXTURE	X		Responsibility of HOA
REPAIR/REPLACE SIDING, TRIM REPAIR OR X REPLACE SHINGLE REPAIR OR X REPLACE GUTTER CLEAN-OUT RESponsibility of HOA Responsibility of HOA, once per year if needed	REPLACEMENT			
SIDING, TRIM REPAIR OR REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA Responsibility of HOA, once per year if needed	_	X		Responsibility of HOA
REPLACE SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT RESponsibility of HOA Responsibility of HOA, once per year if needed	REPAIR/REPLACE			
SHINGLE REPAIR OR REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed	1	X		Responsibility of HOA
REPLACE GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed				
GUTTER CLEAN-OUT X Responsibility of HOA, once per year if needed		X		Responsibility of HOA
1 2 1 2				
GUTTER REPAIR & X Responsibility of HOA		X		Responsibility of HOA
REPLACEMENT				
GUTTER GUARD X At the board's discretion		X		At the board's discretion
INSTALL/REPLACE		37		D 1111 CIVO
DOWNSPOUT REPAIR & X Responsibility of HOA		X		Responsibility of HOA
REPLACEMENT (EXCEPT DOWNSPOUT	` `			
EXTENSIONS)				
EXTERIOR DOOR & X Responsibility of HOA		X		Responsibility of HOA
WINDOW CAULKING		71		responsionity of 11071
SOFFIT & FACIA REPAIR X Responsibility of HOA		X		Responsibility of HOA
DOOR REPAIR X Responsibility of unit owner			X	
DOOR HARDWARE REPAIR X Responsibility of unit owner				
OR REPLACE				1
DOOR GLASS REPAIR OR X Responsibility of unit owner			X	Responsibility of unit owner
REPLACE				^ -
DOOR LOCK, RE-KEY X Responsibility of unit owner	DOOR LOCK, RE-KEY		X	Responsibility of unit owner
WINDOW OR GLASS X Responsibility of unit owner			X	
REPAIR OR REPLACE	REPAIR OR REPLACE			

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