

BENT CREEK TOWNHOMES MAINTENANCE RESPONSIBILITY CHART

This chart details the maintenance responsibilities for original and Association installed construction only and is in compliance with general accepted standards and Bent Creek's covenants.

Last Updated: April 15, 2025

ITEM	Owner	Association
Air Conditioning & Heating System (HVAC)	XXX	
Air vents under eaves - repair only		XXX
Architectural modifications made, with prior approval from ARC, by current or previous	XXX	
Brick & mortar repairs (Exterior)		XXX
Common area maintenance		XXX
Deck/Porch maintenance and staining ¹ (see notes)		XXX
Deck/Porch cleaning ² (see notes)	XXX	
Deck/Porch replacement		XXX
Door painting (exterior surface only) entry door; storage.		XXX
Door maintenance - entry door trim and sills only, and crawl space	XXX	
Door maintenance - entry door (excluding paint, exterior trim and sill), storm, patio, sliding glass, and screens.	XXX	
Doorbells, hardware, knobs & locks	XXX	
Drainage ³ : Gutters and downspouts only (see notes)		XXX
Dryer vents	XXX	
Equipment & appliances - household	XXX	
Exterior electrical outlets, light fixtures, and bulb replacement	XXX	
Exterior house numbers		XXX
Exterior painting (including doors) per established paint cycle		XXX
Exterior pest control (including hornet nests) ⁷	XXX	
Exterior/interior pest control (excluding termites and exterior hornets nests)	XXX	
Exterior siding		XXX
Sheathing & framing beneath siding	XXX	
Exterior water faucets	XXX	
Exterior window unit replacement, includes all components	XXX	
Fences - common areas only		XXX
Foundation	XXX	
Foundation vents	XXX	
Garbage receptacles	XXX	
Gutters, downspouts & splash blocks ³ (see notes)		XXX
Gutter cleaning (Completed on a set schedule)		XXX
Insurance (Property: building structure, liability, personal content)	XXX	
Insurance (General liability in common areas only)		XXX
Interior maintenance and repairs of all operating systems, glass and party walls	XXX	
Interior plumbing pipes and fixtures	XXX	
Interior repairs (including storage rooms)	XXX	
Landscaping (original and Association installed only)		XXX
Landscaping (previous or current homeowner installed & subject to HOA approval)	XXX	
Mailbox locks	XXX	
Parking areas (2 spots per owner with 1 being designated)		XXX
Patios & concrete pads	XXX	
Pest Control & Interior Critter Removal	XXX	
Plumbing/water supply within walls, foundation, and under unit	XXX	
Plumbing/water supply from the meter or cleanout to the foundation	XXX	
Pressure reducing valves	XXX	

Retaining walls		XXX
Road maintenance (excluding Bent Creek Dr)		XXX
Roof & Sheathing (Shingles, Chimney, Vents, Rain Diverters, Chimney Cap) ³ notes		XXX
Roof structural members	XXX	
Shutters		XXX
Sidewalks within common areas, not City R/W		XXX
Skylights	XXX	
Snow removal from stoops & sidewalks	XXX	
Telephone & Cable lines ⁴ (see notes)	XXX	
Termite Inspection & treatment ⁵ (see notes)		XXX
Weatherstripping	XXX	
Windows - Exterior trim and sills		XXX
Windows - Glass, sash, screens, frames, & hardware ⁶ (see notes)	XXX	

NOTES

¹Deck/Porch maintenance means replacement of faulty boards, stiffening, flooring, railings, steps, step risers, etc. The Association is not responsible for problems caused by foundation or structural shifting.

²Deck/Porch cleaning includes general aesthetics; i.e. sweeping, blowing off debris, power washing, maintaining the sealant, etc.

³Drainage and roof water intrusion remediation is subject to budgeted funds available and is prioritized in the following order, most urgent being listed first:

1. Water entering the dwelling
2. Standing water after 48 hours
3. Standing water after 24 hours (typically not a candidate for remediation unless standing after 48 hours)
4. The Association is not responsible to regrade lots or install drainage improvements or handle erosion unrelated to gutters.

⁴Should there be an issue with any utility (telephone, cable, electricity, gas), please contact the appropriate utility company for assistance.

⁵ The Association is responsible for maintaining, repairing and replacing the exterior building surfaces. Exception: Any damage to property/structures (and joined property) by termites entering or thriving in areas conducive to infestation by reason or the presence of excessive moisture and/or debris, and/or lack of treatment, the owner will be responsible for all charges to repair and to rid structure(s) of infestation. The Association will inspect the crawlspaces once per year.

⁶Broken glass must be replaced by the townhome owner immediately. Any related damage to wood, putty or paint will also be repaired by the homeowner.

⁷Common areas are Association responsibility.