

Park West Townhomes
Responsibility Breakdown
 Approved 2/10/2020

The following lists and definitions are intended to guide the homeowner, the Homeowner's Association, and its Board of Directors along with the Community Manager. The Association and Owners responsibilities are established in Declaration of Covenants, Conditions & Restrictions and Architectural Guidelines where applicable.

Please note:

- Homeowner responsibilities along with those for the City/County/Town and related utility companies are not necessarily limited to items on the list.
- If there is a discrepancy between this list and the Declaration of Covenants the Declaration of Covenants will supersede this list.
- If damage or additional expense is caused to an HOA maintained item/area by the owner, residents, guests, employees, or car the associated owner(s) will be assessed for the cost to the HOA.

	Owner	HOA	Town/ Post Office/ Utility Comp.
Animal Removal/Animal in attic	X		
Attic power vents/Fan	X		
Construction/Builder Defects	X		
Doors (including garage doors, all framing, and weatherstripping)	X		
Doors – Exterior painting, on scheduled basis		X	
Drainage Issues on individual lots	X		
Driveways	X		
Dryer Vents	X		
Electrical Outlets, breaker boxes, fixtures, etc for individual units	X		
Entrance Lights		X	
Entrance Monuments		X	
Exterior Townhome Numbers	X		
Faucets, Spigots	X		
Fencing – Individual unit including mowing inside	X		
Fencing – Common Areas		X	
Fire Hydrants along private streets – Annual Inspection		X	
Fireplace/Chimney Flue	X		
Foundation	X		
Garbage and Recycling	X		Town
Gas, Water, and Electrical (individual homes)	X		
Glass Surfaces	X		
Gutters/Downspouts Repair/Maintenance		X	
Gutter Cleaning (scheduled)		X	
HVAC & Condensation Drip Lines, Heating, feeder lines	X		
Insurance – Common Area		X	
Insurance – Dwelling and Contents	X		
Interior (including repairs for exterior water leaks)	X		
Landscaping – Common Areas		X	
Landscaping - mowing, edging, pruning, annual mulch of builder installed plants and area in accordance with contract at discretion of the board		X	
Landscaping - watering of improvements on individual lots	X		
Landscaping – plant and tree replacement (at discretion of board)		X	
Mailbox – Locks and Keys			Post Office
Mailbox – Replacement of Entire Kiosk		X	
Modifications – homeowner installed (including those that require arc permission)	X		
Patio/Deck	X		
Pest Control (interior and exterior)	X		

Plumbing – Water and Sewer lines that service individual lots	X		
Plumbing – Water and Sewer lines that service multiple lots			Utility Comp.
Pond/BMP Maintenance		X	
Retaining Walls		X	
Roof Repair (External only)		X	
Roof Replacement (on schedule or board discretion)		X	
Screens	X		
Shutters		X	
Sidewalk along private streets		X	
Siding & Trim		X	
Snow and ice removal – sidewalks and driveways	X		
Snow and ice removal on private streets (only when approved by the board)		X	
Soffit/Fascia		X	
Street Light Repair			Utility Comp.
Street Light Electricity		X	
Street Repair – Private Streets and guest/mailbox parking areas (scheduled basis)		X	
Stoops/Steps to individual units	X		
Structural Repair	X		
Termite – Annual Inspection/Spot treatments in accordance with contract		X	
Walkways to individual homes	X		
Windows – Frames/Encasements/Screens/Sills/Operation of	X		
Yard Waste – Collection			Town