

**GLENLAKE GARDENS TOWNHOMES ASSOCIATION MAINTENANCE RESPONSIBILITY
CHART**

Revised 6-18

Your homeowner's association (HOA) is pleased to provide the services outlined in the Covenants and is prepared to expedite delivery of these services in times of emergency. The chart below was developed to distinguish between the responsibilities of the HOA and homeowner for specific maintenance services. The chart is a living document and will continue to be updated as we gain experience with specific items to ensure consistency with the Declaration. Please note that your HOA Board and PPM, our property manager, expect individual owners to take care of minor issues on their own. Our goal is to be efficient and cost effective in the management of the Association, and your cooperation is

Maintenance Item	Homeowner	Association [see Notes 3,4]
Animal removal, including pests in attic	X	
Attic power vents and fans	X	
Breaker boxes and other utility connections on a home	X	
Common area lighting & utilities on Common Areas or easement in favor of Association		X
Construction/Builder defects on a home	X	
Damage to landscaping caused by owners, their contractors or guests, autos, repairs, spills, pets, etc.	X	
Decks within courtyards or areas secured by Owners	X	
Driveways	X	
Dryer vents	X	
Exterior house doors (replacement, hardware, or repair)	X	
Exterior house and gatehouse door painting (on a schedule)		X
Exterior house lighting	X	
Exterior Trim and Siding, including masonry (cleaning, painting, and normal repair)		X
Exterior water spigots	X	
Extra cost of painting due to owner negligence (changing the color or using the wrong type of paint)	X	
Fencing (builder installed only)		X
Foundation and structural parts of home	X	
Garbage receptacles	X	
Gatehouse (trim/door painting, siding and roof repair)		X
Grounds and landscaping for front, rear, and side yard plants		X
Grounds and landscaping common areas plants		X
Grounds and landscaping (homeowner installed)	X	
Gutter cleaning (on schedule)		X
Gutter and downspout replacement and repair unless construction defect		X
Heating/AC units	X	
Interior repairs caused by exterior leaks	X	
Mailboxes: normal maintenance, including house numbers	X	
Meter leaks or replacement (gas or water)	X	
Patio: rear patio surfaces and steps (covered and uncovered if enclosed within courtyard)	X	
Pest control - inside home	X	
Porch: front porch floor surfaces and steps		X
Porch: ceiling maintenance (front and rear)	X	
Porch: rear covered porch painting and wood trim repair only (not screens) if enclosed within courtyard	X	
Porch: rear covered porch deck/floor surfaces if enclosed within courtyard	X	
Private street maintenance		X
Repair and maintenance of owner installed architectural changes	X	
Roof repair: leaks, shingle and vent pipe boot replacement (normal and planned maintenance)		X
Roof repair due to builder or design defect - warranty	X	
Satellite dish installation and repair (including any related roof damage) should be rear of home	X	
Screens (including rear porch screening and repair)	X	
Water and Sewer lines from the house to the city sewer and water line	X	
Shutter painting and maintenance (front)		X
Termite inspection and warranty		X
Sidewalk maintenance in front yard		X
Weather-stripping	X	
Window trim painting and normal trim maintenance		X
Window glass surfaces, sashes and operating system components	X	

Note 1: The Association reserves the right to contract for the repairs noted in "Association" column above. From time-to-time it may be appropriate for owners to contract directly with a service provider for repairs that fall under the Association's responsibility; however, if owners expect to be reimbursed for making such repairs, they must first have written approval from the Association.

Note 2: The Association adopts schedules for routine maintenance (e.g. plant replacement, shrubbery pruning, gutter cleaning, painting). Owners that prefer maintenance to be done on a more frequent basis may elect to do it themselves, at owner expense, as long as they conform to Association guidelines and standards.