

PAXTON TOWNHOME ASSOCIATION MAINTENANCE RESPONSIBILITY CHART

Maintenance Item	Responsible Party	Comments (See Declaration, Article VII for maintenance responsibility)
Air Conditioning & Heating (HVAC)	Owner	
Chimneys	Association/Owner	Association responsible for exterior components, but Owner responsible for interior portion of chimney.
Crawlspace	Owner	Owner is responsible for issues within crawlspace. The Association is only responsible for exterior building surfaces per Article VII.
Crawlspace Door, Door Frame	Owner	
Deck, Knee Wall, Railing and Steps: Daily/Yearly General Maintenance	Owner	Owner is to stain/paint wood deck surfaces every two to three years; not cover deck surfaces with rugs; not place leaking containers/plants on deck surfaces or knee wall without surface protection.
Deck, Knee Wall, Railing, and Step: Repair/Replacement	Association	Association performs minor/major structural repairs for all non-enclosed decks, knee walls, steps, and railings.
Deck (Enclosed) and Adjacent Areas: Maintenance, Repair/Replacement	Owner	Once deck is enclosed, Owner fully responsible for all staining, maintenance, repair and replacement of deck, all support structures, enclosure, knee wall, and adjoining steps and railings.
Door frames, Exterior	Owner	
Door, Doorbells, Knobs, Locks, Fixtures	Owner	
Door, Exterior	Owner	Owner may choose Paxton Front Door—Alternative Style below
Door, Screen/Storm	Owner	
Downspouts	Association	
Driveways	Association	
Exhaust Fans -Roofing	Owner	
Exhaust Fans – Bath/Kitchen	Owner	
Exterior Alterations (with HOA approval)	Owner	
Exterior House Numbers	Owner	
Exterior Faucet	Owner	
Exterior Siding/Surfaces	Association	

Maintenance Item	Responsible Party	Comments (See Declaration, Article VII for maintenance responsibility)
Foundation (Brick & Mortar Repairs), Porch and Unit	Association/Owner	Association may be responsible for cosmetic surface issues, but Owner is responsible for structural problems or defects.
Foundation Settlement	Owner	
Foundation Vents	Owner	
Foundation Water Proofing	Owner	
Gutters, Downspouts & Splash Blocks	Association	
Gutter Cleaning	Association	On a schedule determined by the Board; Owner responsible if Owner desires additional cleaning.
HVAC for Unit	Owner	
Landscaping	Association	If Owner has fenced off any area, Owner is to maintain the fence. But area within and outside of fence must be accessible to Association for landscaping maintenance.
Lights, Exterior	Association/Owner	Association is responsible for public streetlights. All other Owner-installed lamp posts, exterior lighting or fixtures and outlets are Owner's responsibility.
Mailboxes	Association	
Outlets, Exterior	Owner	
Parking Area	Association	
Porch	Association	
Porch Steps	Association	
Roof	Association	
Roof Sheathing	Association	
Roof Structural Members (Rafters/Trusses)	Owner	
Sheathing & Framing Beneath Siding	Owner	
Snow Removal – Roads/Parking	Association	
Snow Removal – Stoops/Walkways on Lot	Owner	
Storage Sheds/Containers (Exterior/Rear of Unit)	Owner	Owner must submit an ARC for Board approval of the installation of the shed/container in rear of unit and close to rear wall or knee wall.
Storm Sewer Lines	Association/Owner	Owner responsible for lines located on Owner's Lot & under unit; Association responsible for Common Area lines.
Streets (Private)	Association	
Termite Inspection & Treatment	Association	
Exterior/Foundation Termite Repairs	Owner	
Interior Termite Repairs	Owner	

Walkways	Association	
Water Pipes Within Walls	Owner	
Water/Sewer	Association/Owner	Association responsible for lines on common area; Owner responsible for lines within lot.
Windows	Owner	
Window Glass	Owner	
Window Screens	Owner	
Windows, Skylights	Owner	

NOTE: If any maintenance or repair is caused by fire, lightning, windstorm, hail, explosion, vehicles or smoke (items covered by standard fire and extended coverage insurance policies), the cost of the repair is added to and becomes a part of the assessment against that particular lot.

Adopted 7.21.16

¹ This Maintenance Responsibility Chart provides generalized information regarding the party responsible for common maintenance items as of March 4, 2024.

These Rules and Regulations are pursuant to, in addition to, and do not replace, the Covenants, Conditions and Restrictions and/or the Bylaws of Paxton. These Rules and Regulations may be amended or revised by the Board of Directors at any time.

Adopted/updated:

March 4, 2024

Board of Directors

Paxton Townhome Association