



MAINTENANCE RESPONSIBILITY CHART

AREA OF RESPONSIBILITY	Home Owner	Association
UTILITIES		
Exterior storm sewer lines (SERVING A SINGLE UNIT)	X	
Exterior storm sewer lines (SERVING MORE THAN ONE UNIT)		X
Exterior water lines (meter to townhouse)	X	
Exterior water lines (SERVING A SINGLE UNIT)	X	
Exterior water lines (SERVING MORE THAN ONE UNIT)		X
Cable, electric, gas, and telephone lines	X	
Interior water lines	X	
Sanitary sewer lines (access caps and lines from cap to townhouse)	X	
Satellite dishes (with placement approval by ARC)	X	
Storm sewer lines (inside foundation)	X	
BUILDING MAINTENANCE		
Air Conditioning & Heating Units		
Brick Knee Walls along Driveways	X	
Brick or mortar siding		X
Decks, Open or Enclosed (includes railings, supports, steps & privacy fences), Painting and Repairs *		X
Doors (front & rear), Replacement *	X	
Exterior alterations (with approval by ARC)	X	
Exterior handrails (including those to parking lots)		X
Exterior lighting *	X	
Exterior painting (including front & rear doors)		X
Exterior siding & trim (cleaning/painting/repair)		X
Exterior Wrought Iron Trim on Buildings (original)		X
Fences Requested by Individual Owner (painting and repair) *	X	
Flood Lights at Eaves	X	
Front Porches / Steps *	X	
Garage Door exterior painting		X
Garage Door replacement *	X	
Garage Mechanical Opener	X	
Gas Fireplace Vents	X	
HVAC	X	
Overflow Drains from Attic HVAC and/or Water Heaters	X	
Patios (includes privacy fences), Maintenance and Repairs *	X	
Screens	X	
Sheathing & framing material beneath siding		X
Shutters		X
Stairs leading to decks *	X	
Storm doors *	X	
Window frames and encasements	X	
Window screens, glass, and frames	X	
Window Washing	X	
FOUNDATION/SLAB		
Foundations and footings	X	
Slab	X	
Slab / Foundation Drainage & Waterproofing	X	
ROOF MAINTENANCE		
Dormers		X
Gutter Cleaning		X
Gutter, Downspout & Splash block repairs		X



MAINTENANCE

RESPONSIBILITY CHART

AREA OF RESPONSIBILITY	Home Owner	Association
Roof Cleaning / Leaf Removal		X
Roof Shingles		X
Roof structural members		X
Vents - Roof & Siding		X
FIXTURES		
Door bells, intercoms, knobs, locks, fixtures *	X	
Equipment and appliances	X	
Exterior Electrical Fixtures *	X	
Exterior house numbers *	X	
Exterior water faucets & hose bibs	X	
Interior plumbing pipes and fixtures	X	
Mailboxes (HOA will paint post only) *	X	
ROADWAYS & WALKWAYS		
Curbs and Street Gutters		City
Driveways		X
Snow Removal - Roads		City
Snow Removal - Walks and Driveways	X	
Visitor Parking Spaces		X
Walkways and sidewalks repairs (common areas)		City
GROUNDS MAINTENANCE		
Brick Pillars at Willow Trace Entrance		X
Common area maintenance		X
Exterior walk lights & fixtures *	X	
Irrigation System		X
Landscaping (builder installed)		X
Landscaping (homeowner installed) *	X	
Retaining walls (original)		X
OTHER		
Exterior / Interior Pest Control (non-termite)	X	
Garbage Collection		City
Termite Inspection		X
Termite Treatment		X

*** ANY AND ALL EXTERIOR WORK REQUIRES PRIOR WRITTEN APPROVAL FROM ARCH. REVIEW CMTE. REFER TO ARCHITECTURAL GUIDELINES FOR DETAILS**