Greenbrier Townes Maintenance Responsibility Chart

#	Maintenance Description	HOA	Homeowner	City/Utility Co.
1	Air Conditioning/Heating units - including condensation drip lines (All maintenance, repair & replacement)		XXX	
2	Amenities (Pergola, Benches, Pond, Etc.)	XXX		
3	Building Inspections, permits, etc.			XXX
4	Damage to Buildings/Units (Responsible for all damages due to flood, fire, wind, vandalism & civil disturbances)		XXX	
5	Damages due to utility work (Owners to report)			XXX
6	Doors - Exterior doors & frame painted and repaired	XXX		
7	Doors - Hardware, normal wear and tear, weather-stripping		XXX	
8	Exterior Building Surfaces (All maintenance, repair, replacement and painting; includes siding, shutters & trim)	XXX		
9	Exterior Light fixtures & bulbs (All maintenance, repair & replacement)		XXX	
10	Exterior water faucets & electrical outlets (All maintenance, repair & replacement)		XXX	
11	Fences (All maintenance, repair & replacement of fences in Common Area)	XXX		
12	Fences (All maintenance, repair & replacement of fences installed by the Owner or any previous Owner)		XXX	
13	Foundation (All maintenance & repair)		XXX	
14	Fire Hydrants	XXX		
15	Gutters & Downspouts (All maintenance, repair & replacement)	XXX		
16	Insurance (Liability on common property and all Association owned amenities + Directors & Officers)	XXX		
17	Insurance (Property-townhome building structure, personal content, foundation)		XXX	
18	Interior Surfaces (including repairs for exterior water leaks)		XXX	
19	Lawn Maintenance (includes mowing, fertilization, herbicide applications, etc.)	XXX		
20	Lawn Maintenance within an enclosed fence area	XXX		
21	Lawn Maintenance of owner-installed improvements		XXX	
22	Mailbox Kiosks (with the exception of locks & keys)	XXX		
23	Owner installed improvements (All maintenance & repair)		XXX	
24	Patios (All maintenance, routine cleaning, keeping free & clear of snow, ice & debris, repair & replacement)		XXX	
25	Pest Control - Exterior treatments & grounds	XXX		
26	Pest Control - Interior (All rodents, etc.)	XXX		
27	Powerwashing Exterior of Buildings	XXX		
28	Parking stalls & private streets (Pot hole repairs, protective sealing applications, striping and asphalt overlay as needed)	XXX		
29	Retaining Walls (Maintenance & Repair)	XXX		
30	Roof (All maintenance, repairs & replacement)	XXX		
31	Roof (Repair & restoration of interior damage caused by roof leak)		XXX	

Greenbrier Townes Maintenance Responsibility Chart

#	Maintenance Description	HOA	Homeowner	City/Utility Co.
32	Sewer lines (from clean out to main line)	XXX		
33	Sewer lines (from clean out to unit)		XXX	
34	Sidewalks - Individual walkways (All maintenance, repair & replacement)	XXX		
35	Sidewalks along Private Streets (All maintenance, repair & replacement)	XXX		
36	Snow & Ice Removal (Parking Lot)	XXX		
37	Snow & Ice Removal (Sidewalks, Walkways & Patios)		XXX	
38	Street Lights			XXX
39	Termite Inspections & Control (All inspections & treatments)	XXX		
40	Trash Service (Note: owners should coordinate replacement or new carts directly)	XXX		
41	Trash Removal (Removal of large, bulk items that cannot fit in bins)		XXX	
42	Trees/Shrubs on Common Areas (All maintenance & replacement at Board Descretion)	XXX		
43	Trees/Shrubs on Individual Lots (Maintenance & Replacement)	XXX		
44	Utility Lines - Electric, Water, Gas, Cable, Phone, Internet (All maintenance, repair & replacement)			XXX
45	Vents, Ducts, Flues (All maintenance, repair & replacement of dryer & bathroom vents, dryer ducts, chimney flues, roof vents, attic fans,		XXX	
46	Water Lines - Private (All maintenance, repair & replacement to lines/pipes serving more than one home)	XXX		
47	Water Lines - Interior & Exterior Pipes, Lines & Fittings (All maintenance, repair & replacement to lines/pipes on the Owner's property servicing that individual home)		XXX	
48	Watering of grass, plants, trees and landscaping on owners property or immediately adjacent to individual lot		XXX	
49	Windows, Screens & Other Glass Surfaces (All maintenance, replacement & repairs)		XXX	