

	<b>Assoc.</b>	<b>H.O.</b>	<b>See note #</b>
Air Conditioner		X	
Asphalt	X		
Attics	X	X	7
Birds in Eaves	X		
Boilers	X		
Breaker - Main Electrical Panels	X		
Breaker - Within Unit		X	
Cable T.V.		X	
Ceilings		X	
Chimney		X	
Chimney - Exterior Structure	X		
Decks/Balcony	X		
Dryer Vent	X	X	2
Ducts		X	
Electrical/Lighting In Unit plus Front Door Light		X	
Electrical/Lighting - Exterior	X		
Elevators	X		
Fence	X		
Fixtures (in units)		X	
Floors (interior)		X	
Foundation	X		
Front Door		X	
Front Door Frame	X		
Front Door Concrete Sidewall	X		
Garage - Electric Outlets	X		
Garage (interior surface)		X	
Garage Door		X	
Garage Door (mechanism)		X	5
Garage Door Frames	X		
Gas Lines within Unit		X	
Heater/Furnace from valves to heater		X	
Hosebib	X		
Interior Repairs		X	4 and 8
Landscaping	X		9
Lights (exterior bldg)	X		
Mailbox	X	X	6
Monument Lights front signage	X		

	<b>Assoc.</b>	<b>H.O.</b>	<b>See note #</b>
Pests (exterior)	X		
Pests (interior)		X	
Plumbing - Slab and Common Use Lines	X		3 and 8
Plumbing - Sink Traps and drain area before sewer line		X	
Ponds and Creeks	X		
Pool	X		
Rain Gutters	X		
Rats/Rodents	X	X	1
Remediation/Dryout	X	X	8
Roofs (replace/repair)	X		
Screens/ Screen Doors		X	
Shut Off Valves - exterior only	X		
Sidewalk	X		
Sliding Glass Door		X	
Slab Leak	X		
Stairs/Stairway (ext)	X		
Storage Door		X	
Storage Door Frame	X		
Street Cleaning	X		
Streets (private)	X		
Structure (exterior)	X		
Termites	X	X	
Trash pick-up	X		
Trees (front)	X		
Trees (parkways)	X		
Walkways	X		
Wall (exterior)	X		
Wasp/Bees	X		
Waste Pipes	X		
Water	X		
Water Heater (common area)	X		
Water Shut-Off	X		
Windows		X	

Note # 1 Attics, Walls and Exterior

Note # 2 The HOA is responsible for cleaning the ground level dryer vents.  
If a resident from the first floor calls please send a work order to 4 Pals Inc.

Note # 3 EVERY TIME THERE IS A SUSPECTED ACTIVE LEAK THAT CAN POTENTIALLY DAMAGE PROPERTY, A RUSH - LEAK PLUMBING W/O should be Email the work order to the plumber and carbon copy BOD APPOINTED PERSON and the (so that all will be aware that the water may have to be shut off.) ALSO, IF WE ARE SURE THE WATER MUST BE SHUT OFF, THE EMERGENCY WATER SHUT OFF PROTO should be followed Immediately. Notify HO that "note #8" should be followed. Follow NON-EMERGENCY SHUTOFF PROTOCOL FOR OWNERS WISHING TO MAKE REPAIRS (SUCH AS REPAIRING A DRIPPING FAUCET). IF THERE IS EVER A DOUBT AS TO WHETHER OR NOT LEAK IS AN EMERGENCY THE MANAGER OR THE BOARD SHOULD MAKE THE DECISION **THE HOMEOWNER CANNOT CHOOSE TO PAY FOR EMERGENCY SHUT OFF JUST SO THEY WON'T HAVE TO WAIT FOR THE NON-EMERGENCY SHUT OFF DAY.**

Note # 4 If interior repairs need to be made due to water leak, HOA is responsible for drywall repairs but H.O. is responsible for painting that drywall and any damage to their personal property. The H.O needs to place a claim with their personal property insurance provider.

Note # 5 Garage Door Mechanism - Door Opener is HO responsibility and they should have a fail safe key

Note # 6 Mailbox Issues - Missing mail HO contact Post Office  
Broken Lock - HO responsibility  
Entire Cluster Repair or Replace - HOA responsibility

Note # 7 Attic Space - is HOA responsibility unless the HO has made renovations then it is their responsibility.

Note # 8 Plumbing or Rain Damage: HOA is responsible for exterior common areas, insulation, drywall (replace to original texture) and mold testing; HO is responsible for painting the drywall, replacement of damaged tub, sink, cabinets, tile and flooring as well as all personal affects. The H.O needs to place a claim with their personal property insurance provider.

Note # 9 Does not include 1st floor patio area - HO is responsible for maintaining vegetation.