| MAINTENANCE | Maintenance Responsibility | | | | MAINTENANCE | Maintenance Responsibility | | |
|---|---|---|---|---|---|---|---|---|
| ITEM | HOA | HO | NOTES | | ITEM | HOA | HO | NOTES |
| Air Conditioner & Exchanger | | X | | | Plumbing/Drains/Sewage (Interior) | | | |
| Ducting | X | | | | Valve, Faucet, Shower Head | | X | #13 |
| Ants, Spiders, Insects (Exterior) | X | X | #1 #8 | | Within Wall Lines | X | | #10 #13 |
| Ants, Spiders, Insects (Interior) | | X | #8 | | Plumbing (Exterior) | | | |
| Bees, Wasps, Hives | X | X | #8 | | Hose Bibs | | X | |
| Bird Nests (Swallows) | X | | #2 | | Pressure Regulator | | X | |
| Ceilings (Interior) | X | X | #3 | | Shutoff Valve | | X | |
| Decks / Trellis / Gazebo | | X | | | Rain Gutters | | X | |
| Doorbell | | X | | | Rodents / Rats / Pests | X | X | #8 |
| Doors (Exterior) | | | | | Roof | | | |
| Entry (Front Door) | | X | #4 | | Chimney | X | | |
| Garage | | X | #4 | | Eaves & Shiplap Wood Rot | X | | |
| Mechanism / Opener | | X | | | Leaks | X | | #9 |
| Sliding Glass (Patio) | | X | #4 | | Tile | X | | #9 |
| Utility | X | | | | Sewage | | | |
| Driveway | X | X | #5 | | Blockage | X | X | #14 |

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|---|---|---|---|---|---|---|---|---|
| Dryer Vents / Ducting | | X | | | | | | |
| Electrical Outlets / Wiring | | X | | | Skylights | | | |
| Entrance Walkway & Porch | X | X | #5 | | Glass | | X | |
| Fence (Vinyl & Stucco) | X | | | | Leak | X | X | #15 |
| Gates | X | | | | Slab Leak | X | | #10 |
| Heater & Exchanger | | X | | | Stucco Wall (Exterior) | X | | |
| Ducting | X | | | | Telephone & Wiring | | X | |
| Interior Maintenance & Repairs | | X | #6 | | Television | | | |
| Irrigation | X | **X** | **#16** | | Cable (Wires) | | X | |
| Keys | | | | | Satellite | | X | #11 |
| Mail Box | | X | | | Termites | | | |
| Swimming Pool | | X | #7 | | Attic & Interior | | X | |
| Lights | | | | | Decks / Trellis / Gazebo | | X | |
| Common Areas | X | | | | Exterior – Common Area | X | | **#17** |
| **MAINTENANCE** | **Maintenance Responsibility** | | | | **MAINTENANCE** | **Maintenance Responsibility** | | |
| **ITEM** | **HOA** | **HO** | **NOTES** | | **ITEM** | **HOA** | **HO** | **NOTES** |
| Front Porch | | X | | | Toilets | | X | |
| Patio | | X | | | Trash Pick-Up | | X | #12 |
| Residential Address | X | | | | Water Damage (Interior) | | | |

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|---|---|---|---|---|---|---|---|---|
| Mailbox | X | | | | Dry Out / Mold Remediation | | X | |
| | | | | | Drywall | X | X | #6 #9 #10 |
| | | | | | Water Heater | | X | |
| | | | | | Windows | | | |
| | | | | | Frame | | X | |
| | | | | | Glass | | X | |
| | | | | | Leak | X | X | #15 |
| | | | | | Screens | | X | |

Notes:

1) Common area general pest control is accomplished on a monthly basis. Rodent baiting stations are serviced on a monthly basis. The Home Owner (HO) is responsible for ant, spider, and insect treatment and/or removal from the exclusive use patio area.
2) Swallow nests can only be removed during non breeding season.
3) Damage to a ceiling as a result of HO interior maintenance or remodeling activity is the responsibility of the HO. Damage to a ceiling resulting from Association roof repair/maintenance is the responsibility of the Association. To the specific damaged area only, the Association will replace, tape, plaster, texture, and paint to match as close as possible the current ceiling area. The Association will not paint the entire ceiling.
4) Home Owners must comply with the Association's Architectural guidelines relative to the installation and appearance of entry, garage, and sliding glass doors.
5) The HO is responsible for the maintenance and repair of driveway, entrance walkway, and porch unless damage is caused by Common Area trees or shrubs. Any modifications to a driveway, entrance walkway, or porch must be pre-approved by submitting an Architectural Review to the Association's Architectural Review Committee.
6) Interior maintenance, repair and painting are the responsibility of the HO unless the necessity to repair is the direct result of an Association responsibility. For example, Association repairs to a slab, roof, or interior wall plumbing, drain, or sewage leak causes damages to the interior of the unit. In that event, the Association will repair, replace and paint the damaged area. The Association will not repair or replace floor or wall coverings (e.g. wall paper, carpeting, linoleum, wood, tile, etc.), nor will the Association be responsible for damages to vanity and cabinetry. The HO should report such damages to their insurance carrier.

7) One swimming pool key is allowed per HO. Keys are not allowed to be duplicated. A lost key can be replaced by calling Action Property Management. The cost is $50 per key.
8) The HO is responsible for insect, hive, and rodent inspections and removal within the walls and ceilings/attics. The Association is responsible for insect, hive, and rodent removal in the Common Area. Additionally, the Association will repair any hole in a common area responsibility that allowed for insect or rodent entry into the wall or ceiling/attic.
9) The Association is responsible for the maintenance and repair of roofs including interior damages caused in the process of repairing the roof. However, damages caused as the result of HO actions are the Owner's responsibility. For example, if an HO hires a vendor/ contractor to install a satellite dish and the vendor/contractor damages the roof, the HO is financially responsible for the roof repair. In the event of a water intrusion from Common Area damage, the Association will repair the SOURCE of the leak, but WILL NOT repair the subsequent damages resulting from the leak. (Also see note 6).
10) The Association is responsible for the repair of slab leaks, to include the cost of the plumber visit to shut off the water source and for any subsequent leak detection. The Association is also responsible for the repair of interior walls/floors/ceilings damaged in the process of accessing and repairing plumbing, drain, and sewage line leaks. The Association will repair ONLY those areas that are damaged or removed in order to re-route plumbing lines (slab leak), or to access repairs to an interior wall/floor/ceiling for plumbing, drain, or sewage leaks. (Also see note 6).
11) In the event a vendor/contractor causes roof damages, the HO will be financially responsible for the repair of that damage.
12) Current trash pick-up is every Friday unless there is an observed holiday during the week. In such case, the pick-up day is Saturday.
13) Plumbing/Drain/Sewage lines (Interior) refers to all lines within the interior of the unit. Any line WITHIN the interior wall of a unit will be repaired by the Association unless those lines were modified during a HO upgrade. All lines and valves EXTERIOR to an interior wall will be the responsibility of the HO.
14) Sewage blockages that are the result of Association responsibilities will be repaired by the Association. For example, a sewage line is blocked or broken by a tree root. Sewage lines that become blocked due to HO use will be the responsibility of the HO.
15) A window or skylight leak that occurs as the result of a HO modification/improvement will be the responsibility of the HO. 16) The HO is responsible for irrigation repairs within the exclusive use patio area. **17) Exterior Termites include Subterranean Termites.**

NOTE: If a HO is financially responsible for any Common Area repairs, those repairs MUST be performed by Association approved vendors unless the HO obtains permission from the Board of Directors to use his/her own vendor.