

## **Hidden Wood Homeowner's Direct Responsibilities Revised 2018**

To be provided by all owners and tenants to community management

- 1. Unit insurance – internal damage, liability and personal items – Current Summary Sheet required at each renewal period. Policy needs to cover the Association's deductible amount.**
- 2. Current emergency contact information, including vehicle and pet information**
- 3. Tenant leases - copies from landlords on an annual basis**

### **Utilities to be paid by owner or tenant**

Sewer bill  
Electric bill  
Garbage bill  
Phone bill

### **Optional**

Internet Services (optional)  
Enhanced cable packages (optional)  
Security systems (optional), motion and security lighting and outside keypads. City permit required  
Propane tanks (optional) (including required signage)  
Local Newspaper (optional) (including box attached to unit)

### **Unit Responsibility – Declarations Article 8.1, Rules Section 1 and ARC Guidelines**

Nothing shall be done to any unit or in the limited common area or common area which will impair or impact the structural integrity of any building

Nothing shall be done or kept in any unit or in or upon any limited common area or common area which could result in the cancellation of or increase the cost of the insurance policy carried by the Association

### **Owners are responsible for:**

All internal and external lighting fixtures repair and replacement (except black pole lights)  
All interior and exterior doors including the garage door, door screens and all locks  
All sky lights and solar tubes, (professional cleaning and maintaining required)  
All interior and exterior electrical outlets, wiring and the breaker box panel (must be maintained to meet code)  
All interior plumbing including sinks, toilets and showers  
All windows and screens, including replacement, care, cleaning and locking devices.  
Dry wall  
Ceilings  
Windows and vents in basement or crawl space  
Flooring including garage  
Basements and crawlspaces, including duct work and cement entry way and door to the space

Attic, bonus loft or apartment, enclosed basement, storage or other rooms built under or above the main floor of the unit  
Insulation under the unit and in the attic space  
Fireplaces and cleaning and repair of internal chimney  
Stairs and ramps from garage to inside of unit, to loft or basement and outside  
handicapped ramps  
All appliances  
Furnace, heat pump and hot water heater  
Smoke and carbon dioxide alarms  
Fire extinguisher (optional)  
Basement sump pump  
Newspaper delivery boxes attached to unit (optional)  
Garbage, recycle tote care - yard totes (optional)

### **Outside Unit - Check Rules Section 1**

Exterior faucets, including covering for them in the fall  
Doorbells  
Having the base of siding and walls clear of vegetation, dirt and rocks

### **Decks, Patios, Porches and Sidewalks - Check Rules Section 1**

Repair and replacement of any damage to the deck floor or fencing  
Cleaning of deck floor and between boards and sealing as needed  
Cleaning under decks- no storing of standing water, hazardous materials or items that attract rodents  
Deck stairs and gates, replacement, repair and painting  
Sidewalks cleaning, repair and replacement – driveway to side garage door  
Porches, porch stairs and railing cleaning  
Painting of porch railing  
Patios cleaning and replacement  
Covers for outside electrical outlets and dryer vents

### **Landscaping - Check Rules Section 7**

Any solar lighting or landscape lighting  
Landscaped areas on either side of the unit sidewalks and driveway and in the back from deck or patio to the gravel pathway including weeding, watering, pruning, and cleanup.  
Roses in limited common areas  
Flowers in limited common area  
Any sprinkler system installed by owner current or previous owner  
Watering of your limited common area  
Anything planted in pots or placed in the limited common area or on the decks.

### **Shared Responsibility with Adjoining Neighbor**

Privacy fences –between adjoining buildings