

Hidden Wood West HOMEOWNER'S Direct Responsibilities Revised 2020

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)
Propane tanks (optional)
Local Newspaper (optional)
Security systems (optional), motion and security lighting and outside keypads. (City permit required)

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, (leaks, 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 monoxide alarms

Fire extinguisher (optional)

Basement sump pump

Newspaper delivery boxes (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

Porch repairs and replacement, including stairs to front porch and railings

Patios cleaning, repair 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.

Flowers in limited common area

Any sprinkler system installed by 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