

Association's Direct Responsibilities

Financed by all owner's monthly fees and by assessments, as needed

Revised January 26, 2023

Utilities

Water bill

Basic cable for individual units

Electrical for clubhouse, outdoor security lights, entry way and unit pole lights

Scheduled and unscheduled General Maintenance

See Declarations Article 7 for Common Area Description 7.1

Shared Common Areas - Declarations and Reserve Study

Unit siding, sheathing, trim and sealants - replacement and repair

Gutters and downspouts- replacement, cleaning, when clogged and repair

Roofs and vents - replacement, cleaning and moss application, as needed

Exterior painting - Reserve Study scheduled

External chimney including the flashing and the chimney cap - repair and replacement

Cement Foundations - repair and replacement

Rockerries, retaining walls - repair and replacement.

Driveways and paved parking area resealing and repair

Front sidewalks, front porches, porch railings and stairs to the front door.

Property Common Areas

Mail centers for pickup of delivered mail

Community information boxes at mail centers

Signage including entry way main sign, speed limit, security, no trespassing, no solicitation, handicapped parking, location of water shutoff

Security lighting including entry way, pole lighting and lighting around the property

Fountain lighting and repair of fountain

RV lot/tennis court, fencing and surface

Pole lighting in front of each unit - painting, replacing light bulbs, repairing the structure and the conduit that provides service to the poles.

Sewer pipe repair external to unit

Fences around property including installing, repairing, replacing and maintaining

Maintaining all roadways including speed bumps

Maintaining parking areas and pathways

Holding tank and storm drain cleaning

Privacy fencing at (Units 13 and 2) and around the main water tum off

House numbers at the front and back of units

Backflow testing **Common Area Landscaping - Check Rules Section 7**

Landscaping of all general common areas and entry way

Pruning, planting and removal of bushes and plants in all common area

Insect and weed control - professional spraying

Trees-removal, planting, pruning and windsailing of trees and limbs

Common area stumps removal, as needed

Maintaining the fountain in the entry way and the surrounding island and dry creek bed

Sprinkler system common area watering

Soil enhancement in common areas.

Keeping roadways and driveways blown

Storm clean up

Clubhouse - Check Rules Section 6

Clubhouse general upkeep and repairs

Providing limited paper/cleaning supplies

Storage for emergency supplies

Fire extinguishers, carbon monoxide and smoke alarms kept current

Deck and ramp upkeep

Insurance

Electrical and water costs

Carpet and furniture cleaning

Window cleaning

Interior and exterior painting

Roof and gutter upkeep

Maintaining a current inventory

Appliance repair and replacement

Providing security

Lighting and heating

Policy and plan for renting to owner residents and outside groups

Financial/Legal

Business

Maintain web site

Printing paper/office supplies

Income Tax (nonprofit) filed

Insurance (including volunteer insurance)

Rules and Recommendations – keep current

Emergency contact information

Conduct annual meeting

Audits

Community Management Company

Vendor Contracts

Reserve Study

ARC

Legal and filing Fees

Assisting with closing of unit sales

Keeping all legal documents current –Declarations, Land survey, rules and the bylaws

Storage of historical and legal documents

FHA and VA loan approval

Operating Budget

Capital Budget -