

**T-1 MANAGEMENT COUNCIL**

**MAINTENANCE CHECKLIST (Revised May 2018)**

<b>ITEM</b>	<b>TYPE OF ELEMENT</b>	<b>WHO MAINTAINS?</b>	<b>WHO PAYS?</b>
Interior of Unit and individual patios, including patio covers.	Part of Lot	Lot Owner	Lot Owner
All areas, features, or part of dwelling unit or <u>property not maintained by the Association</u>	Part of Lot	Lot Owner	Lot Owner
Grass or other vegetation within private patio areas and back and side yards	Part of Lot	Lot Owner	Lot Owner
Party walls – Any wall constructed and placed on the dividing line between separate lots, or on the dividing line between a lot and common area	Walls between Lots, Walls between lot and common area	Each party maintains his side of the wall	Adjoining parties
Heating and cooling equipment	Part of Lot	Lot Owner	Lot Owner
Glass surfaces, including windows (cleaning and replacing)	Part of Lot	Lot Owner	Lot Owner
Exterior Hardware  Including garage doors, gates, courtyard doors, wrought iron	Part of Lot	Lot Owner	Lot Owner
Patio gate, patio gate locks	Part of Lot	Lot Owner	Lot Owner
Front doors, storage room doors	Part of Lot	Lot Owner	Lot Owner
Patio walls	Part of Lot	Lot Owner	Lot Owner
Driveways	Part of Lot	Lot Owner	Lot Owner
Exterior building surfaces, other exterior improvements  Including rooftops	Part of Lot	Association	Common Expense
Front yard landscaping, trees, shrubs	Part of Lot/Restricted Common Area †	Association	Common Expense
Walkways	Part of Lot/Restricted Common Area†	Association	Common Expense

Parking Areas	Common Area/Restricted Common Area†	Association	Common Expense
Restricted Common Areas (for the sole and exclusive use of owners with the Association)	Restricted Common Area†	Association	Common Expense

† In addition, even though the Association is responsible to maintain, repair or replace Common Areas/Restricted Common Areas as Common Expenses, If Lot Owners destroy or damage any dwelling unit, garage, storage area or other improvement through his culpable or negligent act (or that of his family, guest, agent or occupants of unit), the Association may repair damages and obtain reimbursement of repair costs from the Owner.

**Insurance Provisions**

The Association must obtain a “broad form public liability policy covering all restricted common areas.” Restricted Common Areas are defined in the CC&Rs as those areas shown on the plat map as “Restricted Common Areas.” However, the plat map does not designate any areas as such. It is likely that those areas are the tracts indicated in the plat as Tract D, E, F, G, H, I, J, K, L. The Association also has the “right and power” (but not the obligation) to obtain insurance for all the buildings, including the dwelling units, against loss or damage by fire, or other hazard.

Owners may obtain insurance for their own dwelling unit if they desire.

**\*NOTE: This Maintenance Guide (“Guide”) from the Association’s Board of Directors is intended for reference only. This Guide does not establish legal obligations and is not a legal document. The Declaration is the legal contract between the Association and the Owners. Also, note that this Guide only refers to the obligations set forth in the Declaration. There can be other legal reasons that would form a basis for the Association or the Owner to be held responsible for repair, maintenance, replacement and/or reimbursement for the cost of same (e.g., by common law such as negligence, or because of insurance).**