



Lake Grove Homeowners Association

Rules, Regulations, and Policies Handbook

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Dear Prospective Neighbor,

The Lake Grove HOA would like to provide you with some noteworthy information as you consider purchasing a condominium in the Lake Grove community.

There are certain items that should be transferred to you from the seller when you purchase a condo in Lake Grove. These items are:

- ❖ One (1) key per household for the pool/pedestrian gates. (Replacement cost: \$50)
- ❖ At least one (1) garage door opener that also opens the main gates. (Replacement cost: \$100 + \$30/remote, max 3 per unit)
 - Make sure the seller tells you which garage is assigned to the unit & its location.
 - Resident vehicle(s) must be garage parked such that the garage door closes. Any resident vehicle(s) that cannot be accommodated in the garage **must** be parked off-site. NO EXCEPTIONS.
- ❖ At least one (1) mailbox key & number of your mailbox (it is different from your unit number to maintain privacy). You will have to contact the Post Office for replacement of a mailbox lock set.

Please request these items from the seller if you plan to buy in the Lake Grove community. You are encouraged to negotiate with the seller as you please to ensure the receipt of or appropriate compensation for replacement of these items. **Note that the Lake Grove Homeowners Association will not waive any costs for the replacement of the above-mentioned items.**

Summary of Lake Grove Parking Rules, effective 12/1/2015

as per CC&R Section 8.02

*SAFE-LISTED Guests Required from 10 PM – 6 AM	
Occurrence in a 30 day cycle	Action by Patrol
1 st	Log
2 nd	Log
3 rd	Log
4 th	Log
5 th	Log
6 th	Log
7 th	Log
8 th	Log

*Call Property Manager to access your personal safe-list profile

Non-SAFE-LISTED Guests	
Occurrence	Action by Patrol
1 st	Log + courtesy notice of safe-list required
2 nd	Log + subject to tow

Homeowners & Residents	
Parked in	Action by Patrol
Assigned garage space	None
Guest space with OBVIOUS loading/unloading	None
Guest space	1 st occurrence: Log + courtesy notice; can't use Guest space 2 nd occurrence: Log + subject to tow & fines

Go to www.LakeGroveOC.weebly.com to view complete Parking Rules and all Governing Documents

Homeowners are highly encouraged to maintain a homeowner's insurance policy on their unit.

A summary of Lake Grove's parking rules are provided at left for your convenience.

Please visit Lake Grove's website:

www.LakeGroveOC.weebly.com

for more information on

- ❖ Getting listed in the directory
- ❖ Subscribing to Community news
- ❖ HOA meetings
- ❖ Community photos
- ❖ Service requests

INTRODUCTION

This handbook has been published to assist all prospective & current Homeowners as well as Residents of Lake Grove with a better understanding of the Rules, Regulations, and Policies governing our community.

For the purposes of maintaining an enjoyable environment as well as protecting the property values, the Board of Directors has adopted these revised Rules, Regulations & Policies to be effective January 1, 2024 and has authorized the preparation and distribution to all Owners.

It is the responsibility of each Homeowner to familiarize household members, guests and tenants of the Rules, Regulations, and Policies governing this community.

Homeowners are responsible for the actions of their tenants and therefore, must not only inform them of the Rules, Regulations & Policies and CC&Rs, but must hold them accountable to these provisions. A copy of the Rules, Regulations & Policies must be kept on the premises of each unit.

LIVING UNITS & GENERAL COMMUNITY

- A. Each homeowner is solely responsible for any damage done to the complex by his/her household members, guests or tenants.
- B. Vehicle entry gates and/or pedestrian gates shall not be forced open to gain entry to the complex.
- C. Noise from parties, gatherings, stereos, outdoor speakers, and televisions must be maintained at a level that does not disturb other residents.
- D. No landscaping, exterior alterations or additions of any type are permitted without the written consent of both the Architectural Committee and the Board of Directors. Submit your written request along with a sketch to the management company. Alterations made without Architectural approval may be removed by the Association at any time.
- E. No exterior antenna/satellite dish may be erected without written approval of the Architectural Committee and the Board of Directors. Any antenna/satellite dish installed without Architectural/Board approval may be removed by the Association at any time.
- F. No trash, unsightly materials or personal property may be stored on patios, entryways or in view of other residents in general.
- G. No portion of the property shall be used for storage of building materials, refuse, or any other materials other than those in connection with approved construction or maintenance. No such materials shall be kept, stored, or allowed to accumulate on any balcony, deck, or patio in view of other residents.
- H. The type and color of all exterior window coverings including, but not limited to foil, window tints, screens, awnings or sun screen items shall be subject to written approval of the Architectural Committee. Please refer to CC&R Section 8.06 for more details.
- I. No laundry, bedding, towels, or articles of clothing may be displayed, aired, or dried on patios, balconies or in the common areas.
- J. No signs, posters or other advertising devices are allowed without written approval of both the Board and the Architectural Committee. This excludes those instances specifically stated in CC&R Section 8.04.
- K. No Business may be conducted within the complex. However, professional and administrative activities / occupations may be carried out within the units, as long as no external evidence of it exists. Please refer to CC&R Section 8.09.

POOL/SPA AREA RULES

- A. General: The pool/spa area is for the exclusive use of Lake Grove residents and their guests. Discretion concerning the number of guests is necessary to avoid monopolizing this area. Homeowners are responsible for the actions of their household members tenants or guests.

Any person who cannot prove rightful access to the common area and facilities will be asked to leave.

B. Specific Rules:

1. All Guests must be accompanied by a resident. The number of guests should not interfere with the use of the pool/spa by residents.
2. It is the responsibility of each pool user to maintain the cleanliness and the attractiveness of the pool/spa area, as well as to report any rule violators by unit number and/or name.
3. Entry to the pool/spa area requires a key to the pedestrian gates. Entry is not allowed by walking around or climbing over the fence or gates. The pedestrian gates should not be propped open at any time.
4. The volume of radios, cassette players, outdoors speakers etc. must not disturb other residents in the pool/spa or residential areas.
5. No minors under the age of 14 permitted in the pool/spa area without adult supervision.
6. No glass or bottles.
7. No pets. Pets in the pool/spa area is a public health violation for which the County will fine the offending party. Additional fines may also be levied by the Association.
8. No running on deck; no rough play in the pool/spa area.
9. No diving.

- C. Pool and spa hours: Mon-Sun: 9 AM – 10 PM
Please be considerate regarding excessive noise.

ARCHITECTURAL GUIDELINES

1. Any alteration to the exterior of any unit in the community must first have architectural approval from the Architectural Committee prior to the commencement of any improvement.
 2. No alterations that may create a sound violation may be made to the flooring of any unit in the Association (e.g., tile, hardwood, etc.) without first obtaining approval from the Architectural Committee. In no situation may a hardwood floor be installed on a second-floor unit, unless documentation is provided to the Architectural Committee indicating that no code violation or noise violation would exist if the hardwood floor were installed.
-

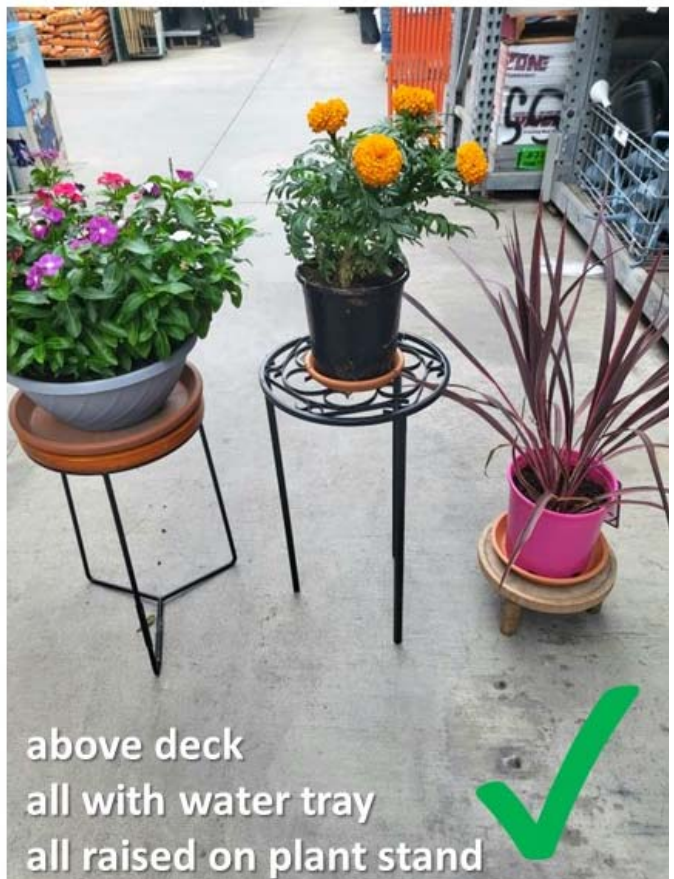
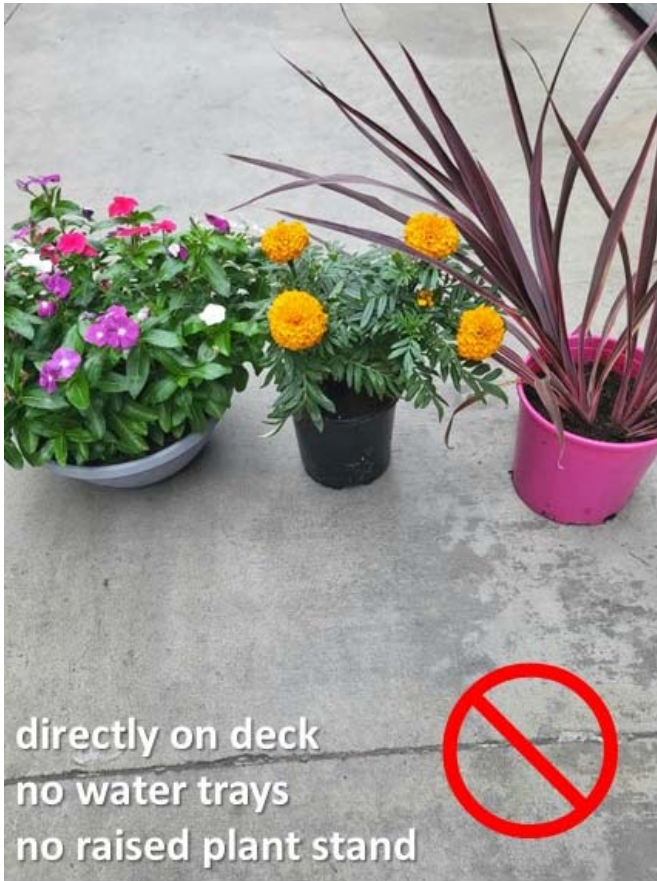
PETS (CC&R Section 8.07)

1. No undomesticated animals such as livestock, reptiles, insects, poultry, or other animals of any kind shall be kept in the complex.
2. Dogs must be kept on a leash unless confined to a balcony or development enclosed patio. Cats may not be allowed to become a nuisance to residents.
3. Residents must immediately clean up any waste left by their pets in common areas and restricted common areas.
4. Pet owners must prevent annoying disturbances such as barking, howling, etc. Any pet creating such a disturbance shall not remain in the complex.
5. No pets are allowed in the pool/spa area.
6. Ordinarily, no more than two (2) pets may be kept per residence.

DECK PLANTS AND USAGE

1. No potted plant can be set directly on deck, even with a plant tray. See examples on the following page.
2. All plants must be in pots with plant tray under to catch excess water.
3. All potted plants must be placed on a plant stand to allow air circulation under the stand to avoid moisture on deck.
4. Maximum of 10 potted plants allowed on deck.
5. Garden hoses should not be used to water plants. Use a watering can to avoid excess water runoff.
6. No potted plants or hanging plants allowed on railing.
7. No nailing, screwing, or attaching any device or implement to the railing or deck. This includes, but is not limited to, all plants, wind chimes, flags, bird feeders, bird houses, seasonal decorations, shade screens, or any decorative items.
8. No chicken wire of any kind allowed around railing.
9. No modifications, including painting, to the deck of any kind allowed.
10. A maximum of 12 deck washings per year, one per month, including hosing down deck are permitted. TIP: use diluted detergent such as Simple Green.
11. No sharp objects allowed on deck.
12. General deck housekeeping
 - a. All deck items are to be kept on rollers or four legged stands for air circulation.
 - b. Umbrella base is to be off deck with plant stand or similar device
 - c. No unsightly cabinets or storage containers allowed.
 - d. No bicycles, trampolines, exercise equipment, toys or the like allowed.
 - e. Deck is to be free of trash and debris.
 - f. Propane barbecues are allowed but wood burning or charcoal barbecues are prohibited.
 - g. Sweeping is recommended over washing off the deck.
13. Inspection of deck/patio by Board of Directors
 - a. The Board of Directors may inspect each deck/patio at least two times per year, more if there are ongoing violations.
 - b. Non-compliance could result in fines.
 - c. Repair costs could be imposed on the homeowner in the event of evident deck system damage as a direct result of non-compliance.

DECK PLANTS AND USAGE (continued)



SATELLITE DISH

The term “satellite dish” as used with these rules and regulations shall include all direct broadcast satellite dishes, wireless cable equipment, and television or other aerial antenna tower or transmitting devices.

1. Homeowners must submit a Satellite Dish Request Form (Exhibit 5) and receive Board approval prior to installing a satellite dish on the exterior of their unit. Copies of Exhibit 5 are available from the management company.
2. No more than two satellite dishes per unit may be installed and each is limited in size to 1 meter or less. Where it does not significantly increase the cost of the satellite dish system or any related equipment and where it does not significantly decrease the efficiency or performance of the equipment, such satellite dishes must be installed in a location on the premises where it is least visible from any public street and not in the front of any dwelling unit.
3. No satellite dish may be installed on or penetrate the roof. Neither homeowners nor contractors are allowed to walk on the roof while installing their satellite dish.
4. Where it does not significantly increase the cost of the satellite dish system or any related equipment and where it does not significantly decrease the efficiency or performance of the equipment, wiring and cabling must be installed in a location on the premises where it is least visible from any public street and not in front of any dwelling unit.
5. The homeowner must repair, in a timely manner, any area affected by the installation and/or removal of their dish, including patching and paint of the unit exterior to the satisfaction of the Association.
6. The homeowner is solely responsible for all the items listed below:
 - a. Installation by a qualified person and in accordance with applicable codes and a building permit if required.
 - b. All maintenance repair replacement or removal of satellite dish
 - c. Repair of any property damage and injury resulting from the installation of the satellite dish and or its continued use or maintenance
 - d. Removing reinstalling and protecting their satellite dish so that the association may perform any maintenance and repairs to the property such as painting of the building exterior.

Fire Safety

1. In accordance with city/state fire codes, open flame barbeques and fire pits are not allowed in the community. Propane barbeques are permitted. It is highly advised that barbeques be used within direct access of a fire extinguisher.

The 2010 California Fire Code, Chapter 3, Section 301.1, "General Scope reads: The provision of this chapter shall govern the occupancy and maintenance of all structures and premises for precautions against fire and the spread of fire.

Under the 2010 California Fire Code – Section 308 (308.3.1) "Open Flame Cooking Devices" reads: Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction or other structure.

2. Barbeques may be kept on a patio/balcony. They should never be stored in the common area adjacent to a patio.
3. Fireworks are not allowed in the Lake Grove community.

Violation Enforcement Procedures (not including parking and vehicle regulations)

The following procedures will be used to enforce rules violations at Lake Grove

1. Any resident observing a potential rules violation should attempt to ascertain the identity, and if possible, the unit number of the offender.
2. All observed rules violations should be reported immediately, in writing, to the management company.
3. Within 24 business hours after the receipt of the notice of the violation, the management company will conduct a brief investigation into the alleged violation.
4. Within 5 business days from the date of notice of the alleged rules violation is received by the management company, written notification of the violation will be sent by mail to the owner. Such written notification will briefly state the nature of the rules violation observed and the time by which the violation should be corrected, if applicable.
5. The homeowner must comply with the rule and regulation or insure that their tenant or guest comply with the regulation. If additional time is required to correct the violation, a written request for extension must be received within 10 days after notification with an explanation as to the cause for the delay.
6. Should the homeowner desire to contest the violation, they may request a Board hearing, in writing, to the management company.
7. Upon notification by management of the existence of a continued violation, the Board of Directors shall review the matter. If it is determined there is sufficient evidence of violation to warrant imposition of penalty, fine or action at law, the owner shall be notified in writing, by first class mail, of the Board's intent to seek compliance. Such notice shall state the specific violation and the amount of fine or nature of penalty or action (including suspension of any membership privileges) being considered. Such notice shall also provide for a hearing date set within thirty (30) days of such notice, provided however, that upon written notice by the owner of their inability to attend the hearing on said date, a reasonable effort shall be made by the Board to accommodate the owner on another date to be mutually agreed upon.
8. If written notice by the owner is not received within fifteen (15) days of the notice of hearing, the owner's right to such a hearing shall be deemed waived and the Board shall make a final determination in the matter without a hearing.

Violation Enforcement Procedures, continued (not including parking and vehicle regulations)

9. In the event a hearing is held, it shall be before the Board of Directors and shall be open or closed at the discretion of the Board. Prior to the hearing date, the owner shall have access to Association records relevant to the violation and shall have the right to representation of their choice, including legal counsel. The Association shall be represented by management or committee, as appropriate, and shall also have right to legal counsel.
10. Written notification of the Board's decision will be sent by mail to the owner.
11. Should the owner not pay all sums found owing for restitution of property damage and/or fine levied, within thirty (30) days from Board's decision, it will be presumed that the owner is unwilling to comply with such decision and the matter will then be turned over to either the Association's attorney or other proper authorities to pursue through the civil and/or criminal justice system.

**SCHEDULE OF FINES
(NOT INCLUDING PARKING AND VEHICLE FINES)**

1. If damage to Association property is found and if the damage was caused by unintentional conduct, the fine will be: Full restitution, being the full replacement value of the property damaged or destroyed. No other fine will be imposed.
2. If damage to the Association property is found and if the damage was caused by intentional conduct, the fine will be: Full restitution, being the full replacement value of the property damaged or destroyed; and a discretionary fine, by Board decision between 10 to 50% of the replacement value of the property destroyed with a minimum fine of \$100.00.
3. For all other rule violations, the following fines shall be imposed:
 - FIRST VIOLATION: Homeowner will receive a notification letter of the violation and have 14 days to make a correction so as to be within compliance.
 - SECOND VIOLATION: If non-compliance continues 14 days after the issuance of the notification, the homeowner will be called to a hearing before the Board. The management company acting on behalf of the Board may either issue a fine of \$50.00 or action may be initiated by the Association's attorney to bring a mandatory injunction or any other available legal action by the court.
4. All attorney fees and/or court costs incurred in the collection of fees or serving of mandatory injunction or other legal action are the responsibility of the homeowner.
5. All costs incurred by the Association in enforcing any of these rules may be charged to the homeowner of the unit involved.
6. An owner is responsible for the acts of his/her household members, guests, and tenants; the owner will be subject to the above fines.

SCHEDULE OF PARKING & VEHICLE FINES

1. Parking enforcement, citations, and vehicle towing will be conducted per the Parking Rules by the patrol company.
2. Fines for parking violations shall be imposed as follows:
 - FIRST PARKING VIOLATION: Homeowner will receive a notification letter of the parking violation and have 7 days to make a correction so as to be within compliance.
 - SECOND AND ALL SUBSEQUENT PARKING VIOLATIONS: If non-compliance continues 7 days after the issuance of the notification, the homeowner will be called to one hearing before the Board. The management company acting on behalf of the Board will document all reports of parking violation leading up to the hearing **and thereafter** and may issue a fine of \$50.00 per violation and/or may have the vehicle towed from the property.

These parking rules and regulations are effective on December 1, 2015 and supersede all other parking rules and regulations. They are in accordance with published CC&Rs of the Lake Grove Homeowners Association.

PARKING AND VEHICLE REGULATIONS – REVISED

(CC&RS, SECTION 8.02)

1. Homeowners & tenants must park in their assigned garages only.
2. Residents with more than two (2) vehicles must park their additional vehicles outside the complex or make arrangements with another homeowner to rent garage space.
3. Garages shall be used for parking purposes only and shall not be converted to any other use or occupied as a recreational or “hang out” space. As a safety & security measure, the garage door must be kept closed at all times, except when working in your garage.
4. No major vehicle maintenance is permitted within the complex. Activity such changing filters, replacing spark plugs and adding coolant is not considered major maintenance and is therefore permitted. Major maintenance includes repair work normally performed by a mechanic or requiring special machinery/tools, such as replacing seals, overhauling carburetors, engines, brakes, transmission, etc.
5. Homeowners, tenants, and guests are prohibited from parking, storing or keeping on the property any large commercial-type vehicle. Such vehicles include but are not limited to:
 - a. Any that cannot be parked in a resident garage.
 - b. Any vehicle not normally used for non-commercial purposes.
 - c. Any vehicle displaying (permanent or temporary) business advertising.
6. Homeowners, tenants, & guests are prohibited from parking, storing, or keeping on the property any recreational vehicles, including but not limited to any camper unit, house car or motor home. Busses, trailer coaches, camper, boat, aircraft, and inoperable vehicles are also prohibited. Recreation vehicles commonly used for transportation purposes, such as pick-up trucks with camper shells are allowed. The Board of Directors retains the right to determine what is an authorized vehicle.
7. There shall be no parking of vehicles, including motorcycles, at curbs, in driveways, or on sidewalks, on greenbelt areas, or in any open area not specifically designated “guest parking”. Vehicles, including motorcycles, shall not be parked in such a manner as to interfere with access to any garage (i.e. parking in front of a garage in the driving lanes), driveway, sidewalk or parking space.
8. There shall be no parking along the west wall to keep fire protection areas unimpeded. Vehicles parked in red zones and areas designated as Fire Lanes by the City of Garden Grove are subject to tickets issued by the City in addition to Association fines. These vehicles are subject to immediate tow without notice.
9. **Guest parking is for use by visitors only and NOT by homeowners or residents**, excepting in cases of **ACTIVE VEHICLE LOADING/UNLOADING**. Hazard lights/flashers must be on to indicate loading/unloading. **ACTIVITY MUST BE OBVIOUS AND IS LIMITED TO COMPLETING THE PROJECT**. If inactivity is observed, the vehicle will be inventoried and issued a warning citation by the patrol company as a resident vehicle parked in guest parking. The vehicle will be subject to immediate tow upon subsequent non-compliance, as well as hearing(s) and fines assessed as outlined in the governing directives. **NOTE: Residents who use/abuse guest parking for their own vehicles during the day or night could lose safe-listing privilege for their guests.**

These parking rules and regulations are effective on December 1, 2015 and supersede all other parking rules and regulations. They are in accordance with published CC&Rs of the Lake Grove Homeowners Association.

10. GUEST PARKING PROCEDURES - Guest parking spots are an amenity of the Lake Grove property, the usage of which is a suspend-able privilege subject to limits, in order to maintain fair access.
 - a. A guest/visitor is defined as a person visiting a resident, and who parks in the guest/visitor parking areas. Any guest/visitor vehicle that is parked in guest parking for more than 8 days per calendar month will be considered a resident vehicle and thus not allowed to use guest parking. A request for more time (if needed) along with an explanation must be submitted to the management office. Such a request is subject to Board approval. Residents will be responsible for keeping track of how many times they have safe-listed a particular guest vehicle in a calendar month.
 - b. All residents will be able to safe-list their guest vehicles through a personal address based system. This system will allow residents to monitor how many times their guest's vehicle has been safe-listed in a calendar month.. Residents are responsible for limiting safe-listing of a given vehicle to 8 times in a calendar month.
 - c. Safe-lit logs will be monitored and audited. If a guest vehicle has been safe-listed more than 8 times in a calendar month without prior Board approval, the host will subject to retroactive fines per occurrence beyond the 8th safe-list in a given calendar month.
 - d. Access to safe-listing will be available online, through the management company, and through the patrol company.
 - e. All residents will be required to register all their household vehicles PRIOR to being given access to guest safe-listing privileges.
 - f. The discovery of unregistered resident vehicles could result in the loss of guest safe-listing privileges as well as Association hearing(s) and/or fines.
 - g. All guest vehicles parked in common area between the hours of 10 PM and 6 AM must have a valid safe-list.
 - h. Any vehicles not safe-listed (i.e. in violation) upon inventory will be issued a warning citation and subject to immediate tow upon subsequent violation, at vehicle owner's expense. (i.e. Warning on 1st violation, tow on 2nd violation).

11. It is the responsibility of residents of Lake Grove HOA to inform their guests and contractors where they may legally park. Contractors are to unload the vehicles at resident area and the park their vehicle in a legal parking space while doing work. **No vehicle may block the reserved postal vehicle area at any time. Any such vehicle is subject to immediate tow.**

12. The SPEED LIMIT within the complex is restricted. Please observe the posted speed limit of 10 mph at all times. Be watchful of pedestrians and children. Motorcycles and vehicles should drive safely & cautiously throughout the complex at all times.

13. ALL UNAUTHORIZED AND ILLEGALLY PARKED VEHICLES ARE SUBJECT TO IMMEDIATE TOW AT THE OWNER'S EXPENSE (REFERENCE CVC 22658A & GGMC 10.56.220) IN ADDITION TO ASSOCIATION FINES

Summary of Lake Grove Parking Rules, effective 12/1/2015

as per CC&R Section 8.02

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2 nd	Log
3 rd	Log
4 th	Log
5 th	Log
6 th	Log
7 th	Log
8 th	Log

*Call Property Manager to access your personal safe-list profile

Non- SAFE-LISTED Guests	
Occurrence	Action by Patrol
1 st	Log + courtesy notice of safe-list required
2 nd	Log + subject to tow

Homeowners & Residents	
Parked in	Action by Patrol
Assigned garage space	None
Guest space with OBVIOUS loading/unloading	None
Guest space	1 st occurrence: Log + courtesy notice; can't use Guest space 2 nd occurrence: Log + subject to tow & fines

Go to www.LakeGroveOC.weebly.com to view complete Parking Rules and all Governing Documents

WATER SHUT OFF PROCEDURE

1. If it becomes necessary to turn off the hot water for your unit for repairs, you should first call the management company to note which units will be affected by the shut off. Typically, only repairs to hot water lines require boiler shut off, which will impact all units serviced by that boiler. Each unit has its own cold water shut off.
2. If needed for repair, the boilers must be shut down by plumbers and maintenance people who are familiar with the workings of these boilers to prevent any damage. Please call the management company to find out options for plumbers authorized to shut down our boilers.
3. Units impacted by non-emergency boiler shut-off must be informed with posted shut off notices in their alcoves at least 48 hours in advance of the shut off. This is homeowner responsibility, or the homeowner can pay the plumber to post notices. ***The Association reserves the right to shut off boiler(s) with less than 48 hours notice in emergency situations. Every effort will be made to notify impacted units and turn the water back on as soon as possible.***
4. Plumbing leaks within unit may require quick response by the Association to minimize water damage. Every effort will be made to reasonably coordinate with the Homeowner regarding repairs and costs. The share of cost to the Association and the Homeowner will be determined on a case-by-case basis (because each situation is different) per the Maintenance Responsibility Checklist in effect at the time of the repair. Note that there may be times when the Homeowners is responsible for the cost even if the Association calls for the repair.

Screen Doors & Security Doors (optional)

Dear Homeowner,

The Association would like to provide some flexibility with respect to screen doors, while still keeping with the architectural style of the community. Homeowners can choose between a retractable screen door, regular screen door or a security screen door. Please select styles reasonably similar to those pictured below in the approved colors ensure a consistent aesthetic.

Those homeowners currently having a different style screen door will be allowed to keep them until such time as the doors need replacement (i.e., broken screen, chipped paint, bent/broken frame). They must be replaced with an approved screen door (or no screen door at all).

If installing a security door, the resident unit number must be installed on the outside of the security door for fire, police, postal, and delivery services. This is not required of the standard screen door since the unit number is visible through the light screen mesh. Unit number should be light brown in color.

Retractable screen door



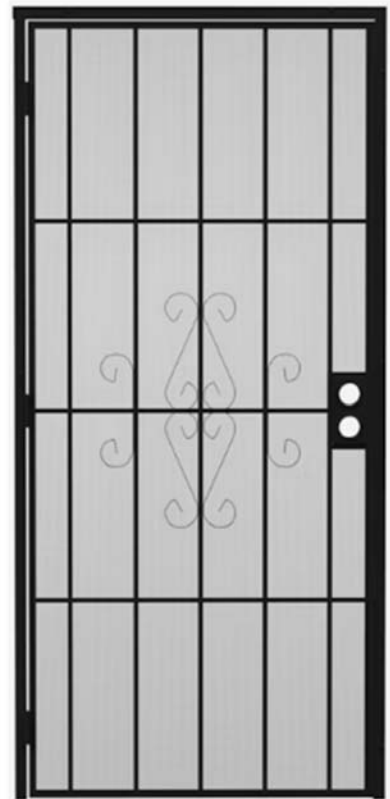
White or sandtone

Screen door



Black or bronze

Security door



Black, bronze, or almond

MAINTENANCE RESPONSIBILITY CHECKLIST

Lake Grove

Dated: October 2023

#285

Condominiums:

Townhouses: _____

Single Family: _____

Other: _____

<u>Unit Interior</u>	<u>Assoc.</u>	<u>Owner</u>	<u>Unit Exterior - Cont.:</u>	<u>Assoc.</u>	<u>Owner</u>
Air Conditioning & Heating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doors - screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appliances - built in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doors - sliding	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appliances - free standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doors - sliding - frame & track	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carpeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doors - security	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caulking - bathroom, kitchens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doors - utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chimneys - flues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fireplace - repair exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chimneys - sweeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(stone/bricks)		
Doorbell - components	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Furnace	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doors - glass	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting fixtures (switch inside)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fireplaces - chimney sweeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair firebox	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stucco - painting/coloring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair mantle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stucco - repair & replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair stone/bricks(interior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trim - wood - maint./replace	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - carpet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trim - wood - painting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - vinyl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wall - bearing & party walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - tile (ceramic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stairways/railing/halls (common area)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - tile (vinyl)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rain gutters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Foundations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exclusive Use Areas/ Patios/Decks:		
Garbage Disposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Hot water/hydronic heater	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drains - Decks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lighting fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck Surface-cleaning, sealing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sky lights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck structure and surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Slabs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deck railings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wall - partition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wallpaper and Paneling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Window glass/ screens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(flashing & waterproofing)		
Window flashing & waterproofing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Window frames	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(frame & threshold)		
Window hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors - hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof:			Garage / Carports / Storage:		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Roof decking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof flashing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doors - garage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof shingles/tiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(electric openers & remotes)		
Roof underlayment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doors - garage locks & hardwares	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof vents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doors - garage - painting exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Doors - garage - replacement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unit Exterior:			Carports Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Storage Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Air conditioning unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Antennas (owner installed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Buildings surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Caulking	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Chimneys	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Doorbell - component/button	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owners are responsible for repairs that are		
Doors - entry - interior surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	required as a result of their negligence or intentional		
Doors - entry -flashing/waterproofing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	damage to the common areas.		
(repair and replacement)					
Doors - entry frame and door	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
(repair and replacement)					
Doors - entry - locks & hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Doors - entry - painting	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

MAINTENANCE RESPONSIBILITY CHECKLIST

Lake Grove

Dated: October 2023

#285

Condominiums: X

Townhouses: _____

Single Family: _____

Other: _____

<u>Common Areas</u>	<u>Assoc.</u>	<u>Owner</u>	<u>Utilities/ Wiring/ Plumbing Cont.:</u>	<u>Assoc.</u>	<u>Owner</u>
Carpeting - common areas & recreation areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer lines - (mainline)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concrete/parking space and asphalt surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer and toilet backups: (pipe serving one unit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Common area improvements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Solar Panels	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Common Driveways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone wiring	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscaping - c/a lawns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet - fixtures & components	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscaping - c/a open areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilets/sinks/tubs/faucets/etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscaping - c/a trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilets - wax rings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lighting fixtures-C/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash - regular pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Play Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Pump & filter room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pest control:</u>		
Sewer lines - c/a below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spraying for household pests: (ants, fleas, etc.) interior of unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sidewalks/ Walkways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termite eradication - (common area)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termite eradication - interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swimming Pool	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Streets - Maintenance & repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Streams/water features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Other:</u>		
Recreation Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fence/Interior Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Fence/Exterior Surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Fence Replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balcony/ Patio light	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mailbox - clustered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mailbox lock	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cable TV wiring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mailbox stand/structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drains - bathtubs/showers/sinks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mailbox key	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dryer ducts, chutes/flues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Address numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical panel/circuit breakers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Address light	<input checked="" type="checkbox"/>	<input type="checkbox"/>
wallplates (EXTERIOR)			Streets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical switches, sockets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perimeter Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
wallplates (INTERIOR)					
Electrical wiring - interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Fire sprinkler heads	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Fire sprinkler riser	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Fire sprinkler riser/flow switch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Front door light (exterior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Gas lines (operated from within)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Hose bibs (within patio areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Plumbing fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Plumbing line/waste pipes	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Plumbing Lines - outlets	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
(in units, under sinks, shower heads, & valves)					
Plumbing Lines - within walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Raypak Boilers	<input checked="" type="checkbox"/>	<input type="checkbox"/>			