

MAINTENANCE RESPONSIBILITY CHECKLIST

Lake Grove

#285

Dated: October 2023

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 (stone/bricks)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chimneys - sweeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Furnace	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doorbell - components	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting fixtures (switch inside)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doors - glass	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - chimney sweeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stucco - painting/coloring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair firebox	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stucco - repair & replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair mantle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trim - wood - maint./replace	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fireplaces - repair stone/bricks(interior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trim - wood - painting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - carpet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wall - bearing & party walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - vinyl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stairways/railing/halls (common area)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - tile (ceramic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rain gutters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor coverings - tile (vinyl)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Floor coverings - wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Foundations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Exclusive Use Areas/ Patios/Decks:</u>		
Garbage Disposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drains - Decks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hot water/hydronic heater	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck Surface-cleaning, sealing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lighting fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck structure and surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skylights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck railings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Slabs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deck/Patio sliding doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wall - partition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors (flashing & waterproofing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wallpaper and Paneling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors (frame & threshold)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Window glass/ screens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deck/Patio sliding doors - hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Window flashing & waterproofing	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Window frames					
Window hardware					
<u>Roof:</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Garage / Carports / Storage:</u>		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof decking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doors - garage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof flashing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(electric openers & remotes)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof shingles/tiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doors - garage locks & hardwares	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof underlayment	<input type="checkbox"/>	<input type="checkbox"/>	Doors - garage - painting exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof vents	<input type="checkbox"/>	<input type="checkbox"/>	Doors - garage - replacement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Carports Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Unit Exterior:</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Storage Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Air conditioning unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Antennas (owner installed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Buildings surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Caulking	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Chimneys	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Doorbell - component/button	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Doors - entry - interior surface					
Doors - entry -flashing/waterproofing (repair and replacement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Doors - entry frame and door (repair and replacement)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Doors - entry - locks & hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Doors - entry - painting					

Owners are responsible for repairs that are required as a result of their negligence or intentional damage to the common areas.

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Condominiums: X

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Single Family: _____

Other: _____

Common Areas

	<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"/>	Toilets - wax rings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscaping - c/a open areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet - fixtures & components	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscaping - c/a trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash - regular pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting fixtures-C/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Play Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pest control:</u>		
Pump & filter room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spraying for household pests: (ants, fleas, etc.) interior of unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewer lines - c/a below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termite eradication - (common area)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sidewalks/ Walkways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termite eradication - interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spa	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Swimming Pool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Other:</u>		
Streets - Maintenance & repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fence/Interior Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Streams/water features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fence/Exterior Surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recreation Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fence Replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Utilities/ Wiring/ Plumbing:

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"/>			
Gas lines (operated from within)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Front door light (exterior)	<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"/>			
Toilets/sinks/tubs/faucets/etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Plumbing line/waste pipes	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Plumbing Lines - outlets (in units, under sinks, shower heads, & valves)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Raypak Boilers	<input checked="" type="checkbox"/>	<input type="checkbox"/>			