

The Cottages at Innsbrooke  
Maintenance Responsibility List

ITEM	OWNER	HOA
Air conditioner/Heating unit/Inside & outside	X	
Bushes (inside owner yard area)	X	
Clubhouse (maintenance & repair)		X
Common Grounds		X
Decks	X	
Doors, exterior repair/replacement & weather seals	X	
Driveways		X
Dryer vent cleaning/repair (owners not allowed on roofs)	X	
Electrical connections/wiring inside unit	X	
Electrical connection from outside wall to central service		X
Faucets outside (including winterizing)	X	
Fence & gate repair/maintenance and replacement	X	
Flower beds (weeding, maintenance, removing dead)	X	
Foundation settling		X
Garage door & opener, repair/replacement	X	
Gutter, repair/replacement		X
House Numbers		X
Interior Maintenance, all	X	
Lawn Care, mowing, fertilizing, mulching, over-seeding		X
Lawn Care (inside closed fence backyards)	X	
Lawn Care, watering	X	
Lights, outside/security	X	
Lights, front & back porch	X	
Mailboxes		X
Painting, exterior (except doors)		X
Patio, original surface		X
Patio, altered-painted, etc.	X	
Paving streets and concrete sidewalk repair		X
Pest, damage/control (mice/rats)	X	
Power washing of units, schedule by HOA Board		X
Roof, repair & replacement		X
Sidewalk, sweeping	X	
Siding and exterior trim		X
Signage, entrance/streets		X
Shutter, repair & replacement		X
Termite treatment & bond		X
Trash Removal	X	
Trees, common area		X
Trees, inside yard areas	X	
Utilities, pool, clubhouse		X
Utilities, individual unit	X	
Water connections, inside unit	X	
Water connections, from outside wall to central service		X
Water damage due to roof leaks		X
Water damage due to central air conditioning unit	X	
Windows and screens, repair/replacement	X	
Window weather seals	X	
Windows caulking	X	