



Town Center Overlook (Condo)

Maintenance Responsibilities Chart

Component / Area	Responsible Party	Maintenance Responsibility Description	Declaration Reference
Area of Common Responsibility (overall)	Association	Maintains and keeps in good repair the Area of Common Responsibility as a Common Expense	¶17(b)
Common Elements (general)	Association	Maintains all Common Elements. Includes structural elements, exterior elements, amenities, site features, utilities, etc.	¶17(b)(i) + Common Elements definition (¶15)
Limited Common Elements (general)	Association (cost may be assessed to the Unit)	Maintains LCEs but may assess cost to assigned Unit(s).	¶17(b)(i)
Roofs & roof support systems	Association	Maintains roofs, including joists/trusses, crossbeams, decking, underlayment, shingles, and covering even if roofs are within an attic LCE.	¶17(b)(ii)



Exterior building façade/surfaces	Association	Performs periodic painting, staining, and/or cleaning of exterior building surfaces.	¶17(b)(iii)
Exterior window frames (periodic painting/staining)	Association	Performs periodic painting/staining of exterior window frames (Owner responsible for cleaning).	¶17(b)(iii)
Exterior doors & door frames (periodic painting/staining)	Association	Performs periodic painting/staining of (1) interior/exterior sides of building entrance doors; (2) exterior sides of any Unit boundary doors.	¶17(b)(iii)
Incidental damage from Association work	Association	Repairs damage caused by the Association's work to "paint-ready" finish; uses the reasonableness standard.	¶17(b)
Unit (general condition)	Owner	You must maintain and keep in good repair all portions of the Unit unless specifically assigned to the Association.	¶17(a)
Windows (glass)	Owner	Owner maintains and cleans all glass surfaces, including exterior glass.	¶17(a)
Window frames/casings/locks	Owner	Owner maintains these components and cleans exterior surfaces; excludes periodic painting/staining and excludes exterior caulking.	¶17(a)
Entry doors/doorways/door frames/hardware	Owner	Owner maintains and cleans these items; excludes periodic painting/staining of exterior sides	¶17(a)
HVAC system serving only the Unit	Owner	The owner maintains all parts of HVAC serving their Unit, including the	¶17(a); ¶14(c)



		compressor and fan coil; HVAC is considered part of the Unit even when located outside the Unit boundary.	
Water heaters inside Unit boundaries	Owner	The owner must install, maintain, and ensure the water heaters.	¶17(a)
Pipes/lines/ducts/conducts serving only that Unit	Owner	The owner maintains these components even if located outside the Unit (water, sewer, electrical, HVAC lines, etc.).	¶17(a); ¶4(c)
Limited Common Elements serving a Unit (cleanliness)	Owner	Must keep LCEs serving their Unit neat, clean, and sanitary	¶17(a)(i)
Reporting Association-responsibility issues	Owner	Must promptly report defects/repairs that are the Association's responsibility.	¶17(a)(iii)
Damage caused by the owner's negligence	Owner (cost assessed)	Owner must pay for repair/cleanup of items caused by Owner's (or tenant/guest) negligence—even if Association performs the work.	¶17(a)(iv); ¶17(c)
Failure by Owner to maintain required items	Owner (cost assessed if HOA steps in)	Association can give notice and perform Owner's neglected maintenance; the cost becomes an assessment and lien.	¶17(c)
Owner-performed work on Common Elements (HOA responsibility items)	Owner (no reimbursement)	Any Owner-initiated maintenance/repair of HOA-responsible items (including Common Element landscaping) is at Owner's cost with no reimbursement.	¶17(b)



This Maintenance Responsibility Chart is provided as a general reference to assist Owners and the Association in understanding typical maintenance obligations within the Town Center Overlook Community. This chart has been prepared in accordance with Article 17 (Maintenance) of the recorded Declaration of Covenants, Conditions, and Restrictions for Town Center Overlook.

While every effort has been made to ensure accuracy, this document is intended for informational purposes only. It does not replace, amend, or supersede the Association's governing documents, including the Declaration, By-Laws, Rules, or any applicable legal requirements.

In the event of any conflict or inconsistency between this chart and the recorded Declaration, the Declaration shall control, including the Association's authority to interpret and enforce maintenance responsibilities as outlined in Article 17.b (Association Maintenance) and Article 17. a (Owner Maintenance).