

SPRINGFIELD PARK PLACE CONDOMINIUM ASSOCIATION

Homeowner/Association Responsibility Check List

INTERIOR MAINTENANCE

DESCRIPTION	HOMEOWNER	ASSOCIATION
Appliances	✗	
Flooring(including sub-floors)	✗	
Caulking (Bathrooms, Kitchens)	✗	
Chimneys/Fireplace (clean/inspection every 2 yrs.)	✗	
Doorbell& Components	✗	
Doors (Replacement, frame & jam, hardware and lock, painting)	✗	
Storm Door	✗	
Sliding Door (Replacement, glass & screen, frame & jam, hardware & lock)	✗	
Hot Water Heaters& Drip Pans	✗	
Lighting fixtures	✗	
Wall Finishing (from sheetrock in)	✗	
Smoke & Carbon Monoxide Detectors	✗	
Window Glass	✗	
Window (flashing/waterproofing/washing)	✗	
Window Well Cover	✗	
Window Frames	✗	
Window Hardware	✗	
Dryer Vents (clean/inspection every 2 yrs.)	✗	
Skylight-Caulking, leaks, frame	✗	

EXTERIOR MAINTENANCE

DESCRIPTION	HOMEOWNER	ASSOCIATION
Roof Decking		✗
Roof Flashing		✗
Roof Shingles		✗
Roof Underlay		✗
Roof Vents		✗
Attic Fans	✗	
Air Conditioner Units (maintenance & replacement)	✗	
Air Conditioner Unit-Slab	✗	
Building surfaces (siding, trim, stucco etc.)		✗
Doors (flashing/waterproofing)	✗	
Sliding Doors (glass, hardware, screens, track etc.)	✗	
Driveways & Roadway		✗
Hose Bib-Spigot(fixture, winterization)	✗	
Front Porch & Rails		✗
Privacy Fences (between units)		✗
Gutters & Downspouts		✗
Exterior Light Fixtures(switches located within unit)	✗	
Exterior Electrical Outlets and Covers	✗	

Screens (windows & doors)	✘	
Curbs/Sidewalks (walkways)		✘
Trim (wood, maintenance & replacement)		✘
Unit Numbers on Entrance Doors		✘

**PATIOS/BALCONIES/DECKS:
LIMITED COMMON EXCLUSIVE USE AREAS**

DESCRIPTION	HOMEOWNER	ASSOCIATION
Patio & Deck Cleaning	✘	
Deck Railings (including sealing & painting, maintenance & repair) Please contact mgmt. for further details.	✘	
Patio Crack Repair	✘	
Patio Concrete Replacement and/or leveling		✘
Decks- Replacement Boards & Structural Components		✘

GARAGES

DESCRIPTION	HOMEOWNER	ASSOCIATION
Garage Doors (Replacement, panel)	✘	
Garage Doors- locks, hardware, auto openers & remotes	✘	
Garage-Concrete Apron		✘

UTILITIES/WIRING/PLUMBING

DESCRIPTION	HOMEOWNER	ASSOCIATION
Cable TV wiring (inside unit)	✘	
Drains (bathtubs/showers/sinks)	✘	
Electrical Panel/circuit breakers(within unit)	✘	
Electrical Switches, Sockets, Wall Plates	✘	
Electrical Wiring- Interior	✘	
<i>Service Lines such as:</i>		
Gas Lines Below Ground (exclusively serving one unit)	✘	
Sewer Lines (unit to main)	✘	
Sewer Lines (main)		✘
Water Lines Below Ground (unit to main)	✘	
Water Lines Below Ground (curb to main)		✘
Plumbing Fixtures (toilets/tubs/sinks/faucets/etc.)	✘	
Telephone Wiring (within unit)	✘	
Toilet & Sewer Backups	✘	
Toilet (Fixtures & Components)	✘	
Water Lines (shutoff to unit interior)	✘	
Water Lines (shutoff to street)		✘
Frozen Water Pipes (interior)	✘	
Frozen Water Pipes (exterior)	✘	

LANDSCAPING

DESCRIPTION	HOMEOWNER	ASSOCIATION
Front Yards- Common Areas		x
Entry Ways- Common Areas		x
Rear & Side Yards- Common Areas		x
Homeowner-Installed Plants-Includes plants installed in common bed, pots, hanging baskets	x	
Weed Control/Fertilization		x
Trees (Common Areas)		x
Shrubs		x
Irrigation		x

SNOW REMOVAL

DESCRIPTION	HOMEOWNER	ASSOCIATION
Removal over 3"		x
Removal under 3"	x	
Ice Control (sanding/salting)		x
Sidewalks/Walkways/Steps		x
Driveways		x
Roadways		x
Parking Lots		x
Decks/Patios	x	

****Please note: if services are not performed on behalf of the Association, homeowners are responsible for snow and/or ice control measures for their own unit steps/walkways/driveways.**

EXTERMINATION & PEST CONTROL

DESCRIPTION	HOMEOWNER	ASSOCIATION
Interior Infestation/Intrusion	x	
Landscaping Pests (bees/wasps. hornets/carpenter ants, rodents,)		x
Termite Eradication (prevention/repair or damage)		x

COMMON PROPERTY/ RECREATIONAL AREAS

DESCRIPTION	HOMEOWNER	ASSOCIATION
Landscaping (maintenance& improvements)		x
Street Lights		x (JCP&L)
Sidewalks		x
Roadways (maintenance/repairs)		x
Dumpster Enclosures		x
Parking Lots (SPP only)		x
Fencing (SPP perimeters)		x
Clubhouse		x
Garbage/Recycle/Bulk Pick-Up		x
Pool (operations, maintenance/repairs, entry badges, guest passes)		x
Tennis Courts		x

***SPP = Springfield Park Place Condo Association**

DISCLAIMER

The above list of responsibilities was developed as a helpful reminder/guideline to homeowners. All homeowners are bound by the Master Deed, By-Laws and CC&R's (Covenants, Conditions & Restrictions)

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