Who Is Responsible for What?

A quick overview of the maintenance responsibilities listed in the Association's Homeowner/Association Responsibility Checklist. This is a summary, not a replacement for the governing documents.

AREA	HOMEOWNER	ASSOCIATION
Inside Your Home	Appliances, flooring, interior doors and windows, hot water heaters, smoke/CO detectors, plumbing fixtures, interior electrical items, and dryer vent cleaning.	—
Building Exterior	Air-conditioning units and their slabs, exterior light fixtures/outlets, hose bibs and screens.	Roof components, building surfaces, gutters, roadways and common-area trim.
Patios, Decks & Garages	Patio/deck cleaning, deck railings and patio crack repair; garage doors, hardware and openers.	Patio concrete replacement/leveling, deck structural components and garage concrete aprons.
Utilities & Plumbing	In-unit drains, wiring, fixtures, toilets, water lines to the unit interior, and certain service lines.	Main sewer line, water line from curb to main, and water shutoff to street, as listed in the chart.
Grounds & Snow	Homeowner-installed plants and snow removal under 3 inches; decks/patios.	Common landscaping and irrigation; snow removal over 3 inches, ice control, sidewalks, roads and parking areas.
Pest Control & Amenities	Interior pest infestation/intrusion.	Listed landscaping pests, termite eradication, clubhouse, pool, tennis courts, and common-area upkeep.

Before arranging a repair: Contact the management office if you are unsure who is responsible. Some items have specific exceptions and conditions in the full checklist.

Important: The source checklist is dated March 8, 2019. Responsibilities should be confirmed against current Association documents before this guide is distributed. The Master Deed, By-Laws, and CC&Rs govern.

SPRINGFIELD PARK PLACE CONDOMINIUM ASSOCIATION
Homeowner/Association Responsibility Check List

INTERIOR MAINTENANCE

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

EXTERIOR MAINTENANCE

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

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

PATIOS/BALCONIES/DECKS:
LIMITED COMMON EXCLUSIVE USE AREAS

DESCRIPTION	HOMEOWNER	ASSOCIATION
Patio & Deck Cleaning	x	
Deck Railings (including sealing & painting, maintenance & repair) Please contact mgmt. for further details.	x	
Patio Crack Repair	x	
Patio Concrete Replacement and/or leveling		x
Entire Deck- Replacement of Boards & Structural Components will be part of the replacement project plan		x

GARAGES

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

UTILITIES/WIRING/PLUMBING

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

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
Streetlights		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&Rs (Covenants, Conditions &Restrictions)

Updated: 03.08.23