

Harlow Homeowners Association, Inc.

Maintenance Responsibility Chart

Maintenance, Repair or Upkeep Obligation	Responsible Party	
	Association	Owner
Roof		
• Roof Decking and Shingles or other covering	X	
• Routine maintenance and repair	X	
Exterior Surfaces		
• Painting, only when the Board determines at its sole discretion that exterior paint needs to be replaced due to the life of the painted surface.	X	
• Pressure washing, only when the Board determines at its sole discretion that pressure washing is needed.	X	
• All other maintenance and repair		X
Foundations, Footings and Waterproofing (above and below grade)		X
Downspouts and Gutters		
• Maintenance, repair and replacement	X	
Decks, Steps, Stoops, Balconies, Patios		
• Pressure washing and painting/staining the two-story decks attached to the Charleston Units at its sole and absolute discretion. (Cost specifically assessed against Owners of the Charleston Units).	X	
• Pressure washing and painting/staining all other Units		X
• Landscaping placed on patios, decks or balconies		X
• Routine cleaning of deck surfaces		X
• Joists and structural components		X
• All other maintenance and repair		X
Exterior Lighting		
• Exterior Light Fixtures		X

Driveways and Walkways serving the Unit		X
Doors, including screen and storm doors, Garage Doors, Hinges, Frames and Door Frames and Hardware		X
Windows, Window Screens, Frames, Glass and Hardware		X
HVAC and Other Similar Equipment (regardless of whether inside or outside the boundaries of the Unit)		X
All Exterior Hardware		X
Pipes, Wires and Conduits		
• If serving only 1 Unit		X
• If serving more than 1 Unit or a Unit and Common Property	X	
Hose Bibs		X
Landscaping		
• Lawn Mowing	X	
• Tree and Shrub Pruning	X	
• Replenishment of Mulch or Pine Straw	X	
• Monitoring plants, shrubs and lawn for insecticide or disease	X	
• Other Landscaping as determined by the Board	X	
• Addition, removal, or modification of trees, shrubs, bushes, plants or other vegetation ONLY with approval from the Board		X

****Any portion of a Unit which is not specifically listed or identified above shall be maintained, repaired or replaced by the Owner of such Unit.**

****This chart should be used for reference and informational purposes only. The maintenance obligations shown in the attached chart may vary depending on the specific facts and circumstances necessitating the particular maintenance or repair.**