

West Ridge Homes

Association / Unit Owner Maintenance Responsibility Guidelines

Unit Interior - General

Replacement of Light Bulbs	Unit Owner
Repair of Holes in Walls, Ceilings, Cabinets and Floors	Unit Owner
Repair/Replacement of Appliances (including installation and venting)	Unit Owner
Repair/Replacement of Bath and Kitchen Power Vents	Unit Owner
Repair/Replacement of all Cabinets and Countertops	Unit Owner
Repair/Replacement of all Sinks, Faucets, and Toilets	Unit Owner
Repair/Replacement of Electrical System.....	Unit Owner
Cleaning, Repair or Replacement of Floor Coverings	Unit Owner
Repair/Replacement of Furnace (including installation/maintenance)	Unit Owner
Replacement of Furnace Filter	Unit Owner
Repair/Replacement of Air Conditioning Unit (including installation/maintenance)	Unit Owner
Replacement of Air Conditioning Unit Freon.....	Unit Owner
Repair/Replacement of Humidifier (including installation/maintenance)	Unit Owner
Replacement of Humidifier Filter	Unit Owner
Repair/Replacement of all Lighting Fixtures	Unit Owner
Repair/Replacement of Sump Pump (including plumbing costs/maintenance)	Unit Owner
Repair/Replacement of Water Heater (including installation/maintenance)	Unit Owner
Repair/Replacement of Water Softener (including installation/maintenance)	Unit Owner
Replacement of Water Softener Salt	Unit Owner
Repair/Replacement of Solar Tubes	Unit Owner
Repair/Replacement of Garbage Disposal	Unit Owner
Repair/Replacement of Interior Window Frames	Unit Owner
Repair/Replacement of Interior Doors (including trim)	Unit Owner
Interior Wiring for Telephone	Unit Owner
Interior Wiring for Cable or Satellite Television	Unit Owner
Interior Wiring for Internet	Unit Owner
Interior Water Supply and Plumbing (from gate valve into unit)	Unit Owner
Sewer Main from Lower Level Floor Drain Up	Unit Owner
Foundation Structural Crack	Unit Owner/Cluster
Foundation Water Proofing	Unit Owner/Cluster
Insulation of Walls and Ceiling	Unit Owner
Foundation Exposed Batt Insulation	Unit Owner
Inside Water Damage due to Roof or Exterior Windows	Unit Owner/Cluster
All other Interior Items not Specifically Listed	Unit Owner

Unit Interior - Painting, Staining, and Sealing

Walls and Woodwork	Unit Owner
Interior Doors and Door Frames	Unit Owner
Garage Interior	Unit Owner
Caulking and Weather Sealing	Unit Owner

Unit Interior - Windows and Doors

Glass and Screening	Unit Owner
Cleaning, Repair and/or Replacement	Unit Owner

Unit Exterior - General

Repair/Replacement of Roof, Soffit Vents and Gutters	Unit Owner/Cluster
Gutter and Sump Pump Extensions.....	Unit Owner/Cluster
Gutter Cleaning	Unit Owner/Cluster

Siding/Exterior Cleaning.....	Unit Owner/Cluster
Window Washing	Unit Owner
Mailbox Maintenance, Repair, and Replacement	Unit Owner/Association
Exterior Lighting and Bulb Replacement	Unit Owner
Water Supply and Plumbing (from gate valve to street)	Cluster
Sewer Main (from lower level floor drain to street)	Unit Owner/Cluster
Repair/Replacement of Concrete Driveway and Front Sidewalk	Unit Owner/Cluster
Repair/Replacement of Basic Concrete Patio	Unit Owner/Cluster
Repair of Concrete Garage Sidewalk	Unit Owner/Cluster
Replacement of Concrete Garage Sidewalk	Unit Owner/Cluster
Exterior Telephone, Cable TV, Internet, and Utility Wiring	Unit Owner/Cluster
Exterior Satellite Dish and Wiring	Unit Owner
Flag Poles	Unit Owner
Roof Heating Coils	Unit Owner
Sun-setter Awnings (or similar)	Unit Owner
Front Stoop Railings	Unit Owner/Cluster
Other Custom (owner installed) Additions Not Specifically Listed	Unit Owner

Unit Exterior - Landscaping

Lawn Mowing and Trimming	Association
Custom/Upgraded Landscaping and Stone	Unit Owner
Plantings, weeding, ground cover within 3 ft of unit.....	Unit Owner
Front Shrub/Tree Trimming	Association
Weeding and Fertilizing (lawns / common area)	Association
Weeding and Fertilizing (unit front / side to extent of bushes/side garage door).....	Association
Weeding and Fertilizing (owner installed limited common area plantings)	Unit Owner
Side of Garage Shrub Trimming (to extent of bushes/side door).....	Association
Custom Trees and Shrubs (owner installed)	Unit Owner
Leaf Raking/Leaf Removal (on lawn area)	Association
Leaf Raking/Leaf Removal (on deck/patio)	Unit Owner
Watering of Lawn, Shrubs, and Bushes	Unit Owner

Unit Exterior - Snow Removal

Snow Removal (less than contracted amount)	Unit Owner
Driveway, Front Sidewalk, Front Entrance Area, and Stairs	Association
Rear Patio	Unit Owner
Rear Wooden Deck	Unit Owner
Roof Raking	Unit Owner
Ice on Westridge Dr.....	Association
Ice on Driveway, Front Sidewalk, and Front Entrance Area	Association
Salting personal sidewalks from driveway to entrances.....	Unit owner

Unit Exterior - Patio/Decks/Balconies

Repair/Replacement of Patio (basic)	Unit Owner
Repair/Replacement of Deck (basic)	Unit Owner
Repair/Replacement of Balcony floor, railing, structure	Unit Owner
Repair/Replacement of Privacy Fences.....	Unit Owner
Repair/Replacement of Extended Patio.....	Unit Owner
Repair/Replacement of Deck Steps.....	Unit Owner

Unit Exterior - Painting, Staining, and Sealing

Front Entrance Door and Frame	Unit Owner
Front Sidelight Window and Frame	Unit Owner

Storm Doors and Screens	Unit Owner
Garage Side Entry Door, Door Frame, and Window	Unit Owner
Walls and Siding	Unit Owner
Caulking around Doors and Windows	Unit Owner
Rear Wooden Deck and Dividing Wall	Unit Owner

Unit Exterior - Windows and Doors

Repair/Replacement of Entrance Door	Unit Owner
Repair/Replacement of Exterior Window frame	Unit Owner
Repair/Replacement of Exterior Window Casement Trim Stop (interior)	Unit Owner
Repair/Replacement of Exterior Window Casement Sash (includes glass)	Unit Owner
Repair/Replacement of Exterior Window Locking Mechanism	Unit Owner
Repair/Replacement of Front Entrance Door (Custom, Owner Installed)	Unit Owner
Repair/Replacement of Entrance Side Light Unit Owner.....	Unit Owner/Cluster
Repair/Replacement of Entrance Storm Door and Handle	Unit Owner
Repair/Replacement of Side Garage Door (includes glass)	Association
Repair/Replacement of Garage Storm Door and Handle	Unit Owner
Repair/Replacement of Sliding Deck/Patio Door.....	Unit Owner
Repair/Replacement of Sliding Screen Door	Unit Owner
Repair/Replacement of Overhead Garage Door (excluding weather stripping)	Unit Owner
Replacement of Overhead Garage Door Springs	Unit Owner
Repair/Replacement of Overhead Garage Door Opener and Controls	Unit Owner
Repair/Replacement of Weather Stripping and Weather Seals	Unit Owner

Pests

Unwanted intrusion of pests (including, but not limited to insects, rodents, birds, squirrels, reptiles) to the unit interior or exterior Unit Owner/Cluster

NOTES

- Unit Owner is responsible if damage was caused by negligence or malicious action(s) of unit owner, unit owner's representative, guest, or occupant.
- Any work to be performed by the Association which, pursuant to the Declaration as chargeable to the Unit Owner, will be so charged.
- No structural alterations may be made by the unit owner/occupant even in the course of performing the unit owner/occupant responsibilities herein outlined, without the express permission of the Board of Directors.
- Promptly report the need for repairs to the Board of Directors.
- If in doubt as to whose responsibility it is to see to a specific repair or type of maintenance, notify the Board of Directors prior to beginning any repair or maintenance activity

This guideline is advisory only. Where a conflict exists between the provisions of this guideline then those of the Declaration, the By-Laws or the Rules & Regulations takes precedence.