

PINE CREEK ESTATES CONDOMINIUMS

HOA/ Owner Responsibility Matrix – Revised April 27, 2017

“Association” = Condominium Association

“Owner” = Owner of Condominium Unit

	Item	Responsibility for Action	Responsibility for Cost	Remarks	Document Reference
1	The Interior of a Unit including without limitation:	Owner	Owner	Except as to casualty damages to those items insured under the insurance policy obtained by the Association – See Numbers 11 and 12 below.	Section 5.2 of the Amended and Restated Declaration (the “Declaration”)
	Equipment, furniture and furnishings within the Unit	Owner	Owner		“
	Plumbing fixtures within the Unit	Owner	Owner		“
	Water heaters / heating and air conditioning and all other equipment within the Unit	Owner	Owner		“
	Lighting fixtures and outlets within the Unit	Owner	Owner		“
	Refrigerator, dishwasher, disposal, range, range hood and fans and all other household appliances within the Unit	Owner	Owner		“
	Carpeting within the Unit	Owner	Owner		“

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	Cabinets within the Unit	Owner	Owner		“
	Wallpaper and paint within the Unit	Owner	Owner		“
	All other improvements to the Unit made by the Owner	Owner	Owner		“
	All lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint finished flooring and any other materials constituting any part of the finished surfaces of the walls, floors and ceiling.	Owner	Owner		Sections 2.5.1 and 5.2 of the Amended and Restated Declaration
2	Damage to interior of Unit absent Association responsibility/insurance (See below)	Owner	Owner		“
3	Gas and electric service for the Unit	Owner	Owner		”
4	Maintenance, rebuilding, repair, restoration and renovation of Common	Association	Association	Provided, however, if any damage to the Common Elements or Improvements, landscaping or equipment thereon results from	Section 5.4 of the Declaration

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	<p>Elements excluding the Limited Common Elements to be maintained by the Owner (See below): all land and buildings (other than the Units) including roofs, foundations, perimeter walls, bearing walls, unfinished floors and ceilings, wiring ducts, vents and other utilities located in such walls and Common Element equipment, furniture, furnishings, recreational facilities, improvements and landscaping</p>			<p>the willful misconduct or negligence of a Unit Owner the cost to the Association of such repair, maintenance or replacement required by such act of a Unit Owner shall be paid by the Unit Owner upon demand to the Association. – See Section 5.4 of the Declaration.</p>	
	<p>Exterior building paint, wood, trim</p>	<p>Association</p>	<p>Association</p>		<p>“</p>
	<p>Maintenance of patio/decks</p>	<p>Owner/Association</p>	<p>Owner/Association</p>	<p>HOA responsibility for repair and replacement when there is a safety issue, as determined by the Board. Homeowner responsible for painting/sealing, non-safety repair and replacement.</p>	<p>“</p>
	<p>Maintenance and repair of roofs, vents, exterior chimneys</p>	<p>Association</p>	<p>Association</p>		<p>“</p>
	<p>Repair of interior Unit damage due to roof leak</p>	<p>Association</p>	<p>Association</p>		<p>“</p>

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	Painting and maintenance of exterior of front doors and patio doors	Owner	Owner		“
	Garage door painting	Owner/Association	Owner/Association	HOA responsibility- for painting during routine scheduled building painting. Homeowner responsibility- the owner may request Board approval and the paint at any time. Per section 5.5, the Board may determine the garage door is in need of paint in between routine, scheduled painting and send the owner a notice to paint the door and the HOA will provide the paint.	Section 5.2 of the Amended Declaration
	Garage door replacement/operation and repair	Owner	Owner		Section 5.2 of the Amended Declaration
	Garage door opener	Owner	Owner		
	Roof gutter cleaning	Association	Association		Section 5.1 of the Amended Declaration
	Roof gutter repair	Association	Association		“
	Exterior hose bib repair	Owner	Owner		“
	Water damage due to exterior hose bib failure – exterior repair	Owner	Owner		“

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	Water damage due to exterior hose bib failure – – interior repair	Owner	Owner		“
	Repair and replacement of exterior garage lights and walkway lights	Association	Association		“
	Maintenance and repair of common elements exterior motion-activated lights	Association	Association		“
	Maintenance and repair of common-area irrigation systems	Association	Association		“
	Trimming of shrubbery and trees around exterior of units	Association	Association		“
	Maintenance of interior chimney flues	Owner	Owner		Section 5.2 of the Amended Declaration
	Winter water shutoff at meter and draining of hose bibs	Owner	Owner		Section 5.2 of the Amended Declaration
	Common elements yards, steps, walkways, parking	Association	Association		Section 5.1 of the Amended Declaration

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	areas and facilities				
5	Exterior doors	Owner	Owner	Owner responsible for painting, repair, replacement- with prior Board approval and proof of city permits if needed.	Section 5.2 of the Amended Declaration
	Exterior door trim	Owner/Association	Owner/Association	HOA is responsible for painting, repair, and replacement- due to normal wear and tear during routine, scheduled painting of building. If in need, an owner can make a request to the Board for approval of interim work. Owner responsibility- painting, repair, replacement- when due to owner negligence, with Board approval and proof of city permits if needed.	“
	Windows/window screens	Owner	Owner	Painting, repair, replacement- owner’s responsibility with prior Board approval and proof of city permits, if needed.	Section 5.2 of the Amended Declaration
	Exterior window Trim boards	Owner/Association	Owner/Association	HOA responsibility- painting, repair and replacement due to normal wear and tear. Homeowner responsibility- painting, repair and replacement when due to owner negligence, with prior Board approval and proof of city permits, if needed.	Section 5.2 of the Amended Declaration
	Skylight repair and replacement	Owner	Owner		Section 5.1 of the Amended
	Cement pads of Individual units	Owner/Association	Owner/Association	HOA responsible for paint, repair and replacement when there is a safety issue, as determined by the Board. Homeowner responsible for paint, repair, replacement due to normal wear and tear.	“

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	Non-building wall separating two or more decks	Owner/Association	Owner/Association	HOA responsible for paint, repair and replacement when there is a safety issue, as determined by the Board. Homeowner responsible for paint, repair, replacement due to normal wear and tear.	Section 5.2 of the Amended Declaration
6	Maintenance and repair of the Limited Common Elements allocated to Unit, located outside the boundaries of a Unit, which serve only one Unit, including:	Owner	Owner		“
	Chutes, flues, pipes, ducts, wires, conduits, bearing wall, bearing columns or other fixtures	Owner	Owner		“
	Water heaters/heating and air conditioning and all other equipment serving the Unit	Owner	Owner		“
	Water and electric pipes, lines and meters	Owner	Owner		“
	Cable television	Owner	Owner		“
	Windows (and frames) designed to serve only one Unit	Owner	Owner		“

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	Exterior doors and door frames (including garage doors and openers)	Owner	Owner		“
7	Water, sewer and refuse collection services	Owner	Owner		
8	Gas and electrical services for Common Elements	Association	Association		Section 5.1 of the Amended Declaration
9	Lift Station maintenance, repair and replacement	Association	Association		Section 5.3 of the Declaration
10	Pest Control in Common Elements, under the Units and in the common walls	Association	Association		Section 5.3 of the Declaration
11	Real estate taxes and utility charges and assessments against the Common Elements	Association	Association		Section 5.1 of the Amended Declaration
12	Repair of any damage to the interior of a Unit covered by property insurance maintained by the Association	Association	Association	Examples of insured items: floor coverings, built-ins, cabinets and fixtures initially installed by the Declarant. Examples of items not insured: furniture, wall coverings, improvements and additions and fixtures installed by the Unit Owner and all furniture, furnishings and other personal property of Unit Owners.	Sections 8.1 and 8.4 of the Declaration
13	Repair of any damage to	Owner	Owner	Each Unit owner will need to obtain insurance to	”

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	the interior of a Unit not covered by property insurance maintained by the Association			cover damage to portions of the interior of the Unit and his/her personal property not insured under the policy maintained by the Association. Each Owner will need to provide the Amended and Restated Declaration to his/her insurance agent to ensure there are no gaps in coverage.	
14	Casualty Insurance for Common Elements and Units	Association	Association		Section 8.1.1 of the Declaration
15	Public liability and property damage insurance for the Common Elements	Association	Association		Section 8.1.1 of the Declaration
16	Unit insurance	Owner	Owner	Each Unit Owner must provide insurance the Owner deems desirable, including insurance covering damage or destruction to the Owner’s furnishings, improvements and personal property and covering the Owner’s liability and that of guests, and the respective servants and agents of each, for personal injury and property damage to others.	Section 8.4 of the Declaration

THIS DOCUMENT IS ONLY A SUMMARY OF THE GENERAL OBLIGATIONS OF THE ASSOCIATION AND THE UNIT OWNERS. THE PARTICULAR CIRCUMSTANCES OF A MAINTENANCE, REPAIR OR REPLACEMENT SITUATION MAY RESULT IN A DIFFERENT ALLOCATION OF RESPONSIBILITY. THE RESPECTIVE OBLIGATIONS OF THE ASSOCIATION AND THE OWNER WILL BE DETERMINED IN ACCORDANCE WITH THE AMENDED AND RESTATED CONDOMINIUM DECLARATION FOR PINE CREEK ESTATES

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RECORDED SEPTEMBER 24, 2004, AS AMENDED, THE OTHER GOVERNING DOCUMENTS OF THE ASSOCIATION AND APPLICABLE STATUTES.