

Country Club Heights: Townhomes Maintenance Matrix of Responsibility

Please use the below chart **in conjunction with the 2015 Townhomes Maintenance Policy** to assist in addressing responsibility of maintenance items, items that the HOA provides for Annually, and items that are on recurring maintenance schedule. Country Club Heights HOA has annually contracted items that are commuicated to homeowners prior to their completion which are listed first. The chart is not all inclusive. See Policy for specifics.

Maintenance Item / Issue	CCH HOA	Homeowner	Annual	Scheduled Item
Termite Inspection/Treatment	X		Annual Contract	
Lawn / Turf Care	X		Annual Contract	
Shrubs / Bushes Care	X	Owner additions	Annual Contract	
Leaves / Trash /Debris	X		Annual Contract	
Ornamental Tree Pruning	X	Owner additions	Annual Contract	
Storm Pond Management	X		Annual Contract	
Common Area Lighting	X		Annual Contract	
Power Washing	X			Odd numbered Years
Gutter Cleaning	X		2x per Year	
Roof Repairs	X			
Roof Replacement	X			See schedule
Gutter Repairs	X			
Gutter Replacement	X			See schedule
Downspouts (Turf & Above)	X			See schedule
Porch Roofs	X	Owner additions		
Privacy Walls	X			
Privacy Fences (EN)	X			See schedule
Exterior House Numbers	X			
Mailbox Replacement	X			See schedule
Mailbox Posts	X			
Exterior Painting	X			See schedule
Vinyl Siding Replacement	X			See schedule
Road Maintenance	X			See schedule
Water Lines (provide multiple units)	X			
Water Lines (services single unit)		X		
Sewer Lines (services multiple units)	X			
Sewer Lines (services single unit)		X		
Drainage (provide multiple units)	X			
Drainage (provide single unit)		X		
Drainage (Common Area)	X			
French Drains (QW 700 Block)	X			Discretionary
Foundations		X		
Tree Trimming (Common Area)	X			
Tree Trimming (Owner Lot)		X		
Tree Removal (Common Area)	X			
Tree Removal (Owner Lot)		X		
Glass Surfaces		X		
Screens		X		
Exterior Decking		X		
Windows		X		
Door Painting	X			
Door Repairs / Replacement		X		
Garage Door Repairs / Replacement		X		
Walkways (unit specific)		X		
Community Walkways (EN)	X			
Retaining Wall (706 Soft Tree)	Discretionary			See schedule
Retaining Walls (QW)	Discretionary			See schedule
Driveways		X		