



Parkwood Village Homeowners Association and Homeowner Responsibilities and Obligations

Association Responsibilities and Obligations:

1. Accounting Services
2. Board of Directors elected by Owners to manage the Association in accordance with the Condominium Declaration and Bylaws
3. Common area utilities
4. Caulking exterior around chimneys, doors, windows, vents
5. Faucets, exterior water
6. Fences – Repair, painting, replacement
7. Flashing, exterior
8. Gutters/downspouts repair or replacement, cleaning
9. Insurance master policy to cover common elements plus garages and liability exposure
10. Lawn care – mowing, branch, and other pickup
11. Lighting in common elements
12. Light fixtures and bulbs at front entrance and overhead door
13. Mail boxes – Association installed
14. Maintenance of common elements
15. Pest control (defined by current contract)
16. Pool maintenance
17. Roofs – caulking at vents and chimneys
18. Siding
19. Signs (units, entrance, parking, etc.)
20. Shrub pruning in common elements
21. Snow removal from front steps, sidewalks, driveways, and parking areas
22. Trash pickup – weekly (Thursdays after 6:00 AM except holiday weeks)
23. Tree and shrub trimming
24. Water and sewer utilities



Owner Responsibilities and Obligations:

1. Air conditioner
2. Appliances
3. Attend Annual or Special Meetings to vote on matters reserved to PVHA Unit Owners – Elect the Board, approve the budget
4. Cabinets
5. Caulking, all interior
6. Circuit breakers and all junction boxes
7. Damage to common elements by Owners, their guests, pets, or tenants
8. Doors – interior, exterior, overhead
9. Drywall damage caused by Owner, guest(s), or tenants
10. Fireplace, if any
11. Floor coverings, all interior
12. Furnace and ductwork
13. Proper ventilation and attic insulation added to existing insulation (insulation installed during construction 30+ years ago)
14. Insurance – Purchase Homeowners Coverage A Dwelling for all but the roof and siding – pages 2 and 3 of the Declaration, Section D, Items 1 through 2; and the exterior structure components (walls, roof, foundation) of your Unit – Page 7 of Declaration, Section 9, I, Insurance, Item 1, which are covered by the Association; and special perils coverage such as sewer back-up, flooding, etc. and the Association's \$5,000 deductible when the covered loss is contained within just one Unit.
15. Interior decorating, maintenance, painting
16. Lighting – all interior, and exterior fixture at service door
17. Limited common area maintenance (excludes Association planted trees)
18. Obtain Association Board of Directors consent before installing a satellite dish or skylights, or making other structural modifications that change the exterior appearance of the building.
19. Plumbing – interior specific to each unit
20. Note: Owners with utility sinks located on the wall between two units should call management when a clogged drain occurs.
21. Plumbing Fixtures – sinks, toilets, tubs, etc.
22. Satellite dish, if any
23. Sewer back flow valve maintenance
24. Windows – exterior and interior casings, skylights
25. Wiring – doorbell, electric, phones