

EL TOVAR CONDOMINIUM HOMEOWNERS ASSOCIATION MAINTENANCE CHECKLIST

Apartment Unit	TYPE OF ELEMENT	WHO MAINTAINS?	WHO PAYS?
Apartment Unit – everything within the interior unfinished surfaces of ceilings, floors, walls, doors, windows, and ceilings. This can include, but is not be limited to, paint, wallpaper, carpet, plaster, lath, furring, wallboard, plasterboard, plaster, paneling, tiles, finished flooring. It also includes the interior unfinished surfaces of the patio or balcony floors, walls and fences along with any plumbing fixtures or electrical lines.	Part of Apartment Unit	Unit Owner	Unit Owner
Common Elements †			
Parking areas, carports, pavements, walkways, asphalted areas, driveways, stairways, trees, landscaped common areas, and laundry areas, if any.	Common Element	Association	Association
Recreational facilities, community facilities, bicycle paths, swimming pool and surrounding area. Also included are pumps, pipes, wires, conduits and other public utility lines <i>servicing more than one Apartment Unit</i> .	Common Element	Association	Association
Exterior of Apartment Unit (excluding windows, window fixtures, doors & and other hardware), roofs, stoops, porches.	Common Element	Association	Association
Trash removal/pool cleaning.	Service	Association	Association
Any conduit, duct, plumbing, wiring, and other facility or outlet which provides service solely to one Apartment Unit. This includes HVAC systems, windows, sewer lines, utility lines and any other item that only services one Apartment Unit.	Common Element	Unit Owner	Unit Owner

Notes:

Unit Owners are required to maintain their Apartment Units in a neat, clean and attractive condition. If any Unit Owner fails to maintain his or her Unit in good order and repair, the Association is authorized to make any necessary repairs and charge those repair costs to the Unit Owner.

† In addition, even though the Association is responsible to maintain, repair or replace Common Areas/Elements, the Association is authorized to pass the repair costs through to the Unit Owner(s) if the repairs are due to the negligence or misconduct of the Unit Owner or if the common expenses incurred do not benefit all owners. Unit Owners must also keep the exteriors of their patios, balconies, etc. painted, swept, washed and clear of debris.

All owners are responsible to insure their Apartment Units and all personal belongings.