

**Council of Co-Owners of Woodridge Lake Patio Homes, Inc.**  
**Responsibility Checklist for Repairs and Replacement**

1. Responsibilities for various items are contained herein or as separately recognized by rules published by the Developer and based upon the Association's governing documents.
2. It should be noted that any damage caused by the Unit Owner (including other residents of the Unit, visitors, lessees, guests, etc.) will be the responsibility of that Owner rather than the Association.
3. Specifically, all items marked as owner are your responsibility.
  - a. You may contact a repair service, and pay them as your contractor.
  - b. You may make the repairs yourself.
  - c. Or, you may contact and obtain service from the Association's Management company and be billed directly for all expenses.
  - d. Any changes that effect the external appearance of your building will require Board Approval. Appropriate forms can be obtained from the management company.

**Relevant Master Deed Provisions:**

1. Common Elements
  - a. The Property in fee simple;
  - b. The foundations, main walls, roofs, entrances, exits, and communication ways;
  - c. The grounds, landscaping, walkways, roadways, and all parking areas that are not allowed by the Board, pursuant to Section D(8), for the exclusive use of a Unit owner (including, without limitation, the front yard area of each Unit)
  - d. The installations for central services, including, without limitation, utility service lines; and
  - e. All other devices or installations existing for common use, and all other elements of the buildings rationally of common use or necessary to their existence, upkeep, and safety.

[Master Deed, Section A(2)]

2. Limited Common Elements
  - a. Interior unfinished surfaces of each Units perimeter walls, ceilings, and floors;
  - b. Entrances and exits to each Unit including the sidewalk area immediately in front of each entrance and exit;
  - c. Utility service facilities serving a Unit or several Units;
  - d. Door and window frames for each Unit;
  - e. Driveway that is immediately in front of the garage entrance for each Unit;
  - f. Patio, if any, for each Unit;
  - g. Grounds and landscaping located within a gated area, if any, behind each Unit;
  - h. Front porch, if any, for each Unit; and
  - i. Attic area, if any, for each Unit.

[Master Deed, Section A(6)]

Unless designated as Owner's responsibility under Master Deed, Section A(8), Association will repair, maintain, and keep all common elements and limited common elements (except patios and front porches) in good order and condition, maintain and keep said land in neat and attractive condition (including keeping trees, shrubs, and grass in good cultivation, planting same as necessary). \*\* Exception to this are the plantings done by unit owners. This are the owners responsibility. \*\*

[Master Deed, Section H(3)]

Description	Owner's	Association's	Board Approval Required for Replacement or Alteration
	Responsibility	Responsibility	
<b>Air Conditioning Equipment:</b>			
Compressor Cleaning	X		
Compressor Replacement	X		
<b>Heating Equipment:</b>			
All Parts (Except Exterior Flue flashing)	X	X - exterior flue flashing (around chimney)	
Cleaning	X		
Annual Check Up	X		
Filters	X		
Emergency Service	X		
Repairs and Replacement	X		X-If alters or effects original exterior venting/or mounting of parts, etc.
Flashing Around Flue	X		
<b>Water Supply:</b>			
Plumbing Individual Units	X		
(1) Main/(2) Exterior Plumbing	(2) If pipe/line exclusive to the unit	(1) If issue not caused by unit involved	
Frozen Pipes	If exclusive to unit	If shared with other units	
Inside/Outside Faucets	X		
Water Heaters repairs and replacement	X		
Water Softeners repairs and replacement	X		
<b>Electrical &amp; Wiring:</b>			
Exterior/Maintenance	If exclusive to unit	If the main/primary connection	
Interior Wiring/Breaker Box	X		
Television Cable (External Runs)	X		
Cable Lines (External Runs)	X		
Alarm Systems	X		

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<b>Satellite Dishes - 18" to 1 meter:</b>			
Installation	X		X
Service	X		
Quality of Reception	X		
Leaks Caused by Improper Installation	X		X-Owner responsible for paying for repairs but Board has oversight rights on who does repair to common elements
<b>Exterior Lighting:</b>			
Exclusive to Unit (Porch, Garage Lights)			
Repairs & Maintenance	X		
Replacement	X		X - if changing style of fixture
Bulb Replacement	X - Must be white or clear		
Common Elements			
Repairs & Maintenance		X	
Replacement		X	
Bulb Replacement		X	
<b>Building Exterior:</b>			
Painting		X	
Siding Repairs/Replacement		X	
Masonry Repairs		X	
Front Porches	X		
Enclosed Patios (three season rooms)	X		
Screen Patios	X		
Decks	X		
Fence Screening	X		
Fences around Unit	X		
Unit Numbers	X		
<b>Building Foundation:</b>			
Internal Walls/ Party Walls		X	
Footers and Piers		X	
Crawlspace		X	
Basements		X	
<b>Building Roofing:</b>			
Shingle		X	
Flashing		X	
Exterior Repairs		X	
Interior Repairs		X	X- This is the components of the roofing structure not damage to the interior surfaces
Gutters & Downspout		X	
Gutters & Downspout Cleaning		X	
<b>Building Chimney:</b>			
Flashing		X	
Chase Repairs		X	
Cap Replacement		X	
Cleaning	X		
Exterior Flue Replacement		X	
<b>Dryer Vents:</b>			
Exterior Vent Replacement		X	
Interior Piping	X		
Cleaning	X		
Pest Removal	X		
<b>Building Windows:</b>			
Caulking (Exterior)	X		
Washing (Inside)	X		
Washing (Outside)	X		
Glass Replacement	X		
Entire Window Replacement	X		
Screenings	X		
<b>Building Doors - Entry &amp; Sliding:</b>			
Exterior Painting	X		X-Must be pre-approved by Board for any color changes
Replacement	X		X - Must be pre-approved by Board for any changes
Hardware and/or Glass	X		
Doorbells	X		
Threshold & Interior Frames	X		
Caulking	X		
Frames	X		
Operation or Adjustments	X		

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<b>Garage Doors:</b>			
Exterior Painting		X	
Replacement or Repairs	X		
Hardware and Opener	X		
Operation / Adjustment	X		
Interior Maintenance	X		
Interior Painting	X		
<b>Concrete Surfaces:</b>			
Driveways (not applicable)			
Streets & Curbs (not applicable)			
Patio	X		
Porch & Steps (Front)	X		
Sidewalks and Paths		X	
Garage Floor	X- If just flooring	X- If a foundation issue	
<b>Asphalt Surfaces:</b>			
Driveways		X	
Streets & Curbs		X	
Sidewalks and Paths (Not applicable)			
<b>Mailbox &amp; Stations:</b>			
Repairs, Lettering and Painting	X		X - Mailboxes must be uniform and all work approved by the Board and the Master Association
Box Replacement	X		
Post Replacement	X		
<b>Insect &amp; Pest Control:</b>			
Incidental Insects (Mosquitoes, Bees, Flies, Ants)			
Exterior of Unit	X		
Interior of Unit	X		
Carpenter Ants, Bees, and Rodents			
Exterior of Unit	X		
Interior of Unit	X		
Termites		X	
<b>Snow Removal from Common Areas:</b>			
Porch, steps and sidewalks	X		
Driveways		X	
Streets		X	
<b>Landscape:</b>			
Grass Cutting		X	
Fertilization/ Herbicides & pesticides		X	
Bedding & Mulch		X	
Tree Pruning and Replacements	X-Tree replacement if the owner planted it.	X	X
Plant Replacement	X-Tree replacement if the owner planted it.	X-Entrance area & original plantings	X
Seasonal Plants	X-Tree replacement if the owner planted it.	X-Entrance area & original plantings	X
<b>Additional Items:</b>			
<b>Street Signs:</b>		X	
<b>Grounds Drainage:</b>			
Primary Drainage Line that Separate Units Feed To		X	
Downspout Drainage		X	
<b>Wood Perimeter Fencing:</b>			
Farmstyle/Horse Rail Perimeter Fencing		X	
THIS DOCUMENT PREPARED BY:			
Taylor Eigelbach, Esq.			
McClain DeWees, PLLC			
6008 Brownsboro Road, Suite H			
Louisville, Kentucky 40207			
Tel: 502.749.2388			
E-mail: <a href="mailto:teigelbach@mcclaindewees.com">teigelbach@mcclaindewees.com</a>			