

**SEVEN GATES CONDOMINIUM
HOME OWNERS ASSOCIATION
MAINTENANCE RESPONSIBILITIES LIST**

The purpose of the Maintenance Responsibilities List (MRL) is to assign financial responsibility between the Unit Owner and the Homeowners Association (HOA) for the maintenance of "Common Elements" and "Limited Common Elements" as defined in the Declaration of Condominium for Seven Gates Condominium. Structural changes made to the outside of the original platted unit or in the common area landscape, are considered Limited Common Elements (reserved for the use of a particular unit or units). The unit owner is financially responsible for maintenance and repair of Limited Common Elements as designated on the original plat listed in the Declarants or below, and changes approved by the Design Review Committee.

The HOA has ultimate responsibility for establishing Seven Gates Condominium architectural and landscape principles of design. The HOA board of directors is responsible to assure the principles of design are maintained with integrity and in a timely manner. The HOA board has responsibility to maintain "Common Elements" and to ensure Limited Common Elements are maintained at neighborhood standards. This is a lower maintenance community, not a "no maintenance" community. Unit owners have responsibility to be vigilant and aware of the maintenance needs of their unit.

The below reference list of maintenance items indicates the party that is financially responsible.

RESPONSIBILITY			MAINTENANCE ITEM
NUMBE R	OWNER	HOA	
(A) CRAWL-SPACE			
1		HOA	Crawl Space and Crawl Space Door
2		HOA	Foundation wells & vents (malfunctioning, broken)
3	OWNER		Automatic foundation vents should be checked periodically to ensure they are in working order and reported to Management Company if they are not. They should be open in the summer and closed in winter. Vents should not be cracked and should be flush with the wall.
4	OWNER		Insulation in Limited Common Areas (including attic and crawlspace)
5	OWNER		Crawlspace utilities and lines should be checked periodically by an appropriate contractor and repaired as needed. Plumbing lines should be checked for leaks, separation or cracks. HVAC drain lines should be checked for clogs, cleaned and/or extended if necessary. Wet insulation indicates a problem. Damage resulting from extensive condensation and/or neglected maintenance is the responsibility of the unit owner.
6		HOA	Intrusion of water into the crawlspace from an external source. (unless the external source is due to the negligence of the homeowner)
7	OWNER		Block wall or floor joist cleaning of any efflorescence, fungus and/or mold due to excess moisture in crawlspace (for example condensation from HVAC, leaking plumbing lines, or overflowing plumbing lines from the unit)
(B) EXTERIOR FACADE			
8		HOA	Brick work on buildings
9		HOA	Brick walls separating condo patios
10	OWNER		Room additions and exterior modifications (requires prior approval by Design Review Committee)
11		HOA	Columns supporting porch/patio roofs (excludes everything else beneath roof)
12		HOA	Exterior vinyl siding and trim
13	OWNER		Window units (for example sills, sashes, mullions and panes) both maintenance & replacement (per Declaration Article 8.8)

14		HOA	Caulk between window brickmould & brick
15	OWNER		Garage doors & hardware, maintenance, repair, and replacement (any outward facing components of the garage door repair, maintenance or replacement requires prior approval by Design Review Committee).
16		HOA	Painting of exterior doors and wood trim
17	OWNER		Storm doors, front or rear (requires prior approval by Design Review Committee) (per Declaration Article 8.8)
18	OWNER		Screens on windows, rear doors or porches (requires prior approval by Design Review Committee) (per Declaration Article 8.8)
19		HOA	Direct Vent fireplace (exterior vent plate)
20	OWNER		Exterior - doors, door hardware, door bells, house lights, electric outlets, fence, hardware, locks, patio fence hardware and locks, handrails at front, back, or garage steps (all exterior items require prior approval from the Design Review Committee) (per Declaration Article 8.8)
(C) ROOFING COMPONENTS			
21		HOA	Roof and roof columns
22		HOA	Gutters & downspouts
23		HOA	Chimney caps
24		HOA	Vent pipe covers
25	OWNER		Vent pipe cleaning
26	OWNER		Solar tubes, skylights, and attic fans (requires prior approval by Design Review Committee)
27		HOA	Shingles
(D) HARDSCAPE			
28	OWNER		Brick walls around patios and shower enclosure (includes inside landscape court yard fixtures)
29	OWNER		Brick walls around trash receptacle and sidewalks to receptacle and crawl space
30	OWNER		Patio/porch, gates or doors, brick barbeques and fireplaces, lights, fans, and decorative fixtures
31	OWNER		Patio/porch, uncovered or covered (includes treated, decorative, stamped or concrete floors) (per Declaration Article 8.8)
32	OWNER		Steps, front and back porch and back patio (per Declaration Article 8.8)
33	OWNER		Decks and deck stairs (per Declaration Article 8.8)
34		HOA	Mailboxes, mailbox posts and house numbers (except if damaged through accident or negligence of unit owner, his/her family or guest)
35		HOA	Driveways and sidewalks to front porch - repair (except if damaged through unit owner accident or neglect)
36	OWNER		Driveways and sidewalks - cleaning and clearing snow from (pressure washer of 2000 PSI or less, use no bleach, use only environmentally friendly soap, use no salt)
37	OWNER		Stone walls or landscape block walls (in common areas as requested and paid for by the unit owner and pre-approved by Design Review Committee)
(E) LANDSCAPE			
38		HOA	Retention pond and sand filter
39		HOA	Irrigation system, lines, meters, and clocks
40	OWNER		Side & back foundation plantings of trees and shrubs, and all flowers, whether planted by current or prior unit owner (requires prior approval from Design Review Committee, except as allowed by the Landscaping Guidelines)

41		HOA	Maintenance of all land and landscaping, "Common Elements", in the Seven Gates Community (includes front yard foundation plantings, street trees, privacy screening plantings between yards, screening plantings around utility boxes, entrance plantings, and streetscapes along New Garden & Northlake Roads) (excludes maintenance of explicit, common element landscape plantings delegated to a unit owner as specified in their approved modification request)
42		HOA	Chain link or wrought iron fences, brick, landscape blocks, and rock walls, and retaining walls incorporated by HOA in Seven Gates landscape and retention pond designs
(F) UTILITIES			
43	OWNER		Water spigots (outdoor)
44		HOA	Sewer main line and to point of entry to unit (except if damaged through unit owner accident or negligence; includes costs of repair to concrete and turf)
45	OWNER		Sewer lines within unit from point of entry to unit
46		HOA	Water lines to meter and from individual meter to unit (except if damaged through unit owner accident or neglect)
47	OWNER		Water lines within unit from point of entry to unit
48	OWNER		Utility connections, lines and meters for power, gas, cable, and telephone lines
49	OWNER		Gas service lines to patio/porch/BBQ
50	OWNER		Dryer vent lines should be cleaned regularly
51	OWNER		HVAC equipment, lines, ducts, and HVAC drains (per Declaration Article 8.8)
(G) MISCELLANEOUS - REMINDERS			
52		CITY	Streets
53		HOA	Street lights
54		HOA	Curb and gutter
55		HOA	Signage including: Seven Gates entrance, privacy, no soliciting, no trespassing and no parking signs
56		HOA	Interior repairs as a result of a roof leak (through warranty period-ends 2027)
57	OWNER		Insulation in Limited Common Areas (including attic and crawlspace)
58	OWNER		Interior repairs as a result of failed caulking or roof leak (after warranty period - ends 2027)
59	OWNER		Generators (requires prior approval from Design Review Committee)
60	OWNER		Cost of HOA performed maintenance, repairs, or replacement of Common Elements and Limited Common Elements, caused through accident or negligence of unit owner, his/her family or guests