



# MAINTENANCE RESPONSIBILITY CHART

This maintenance responsibility chart is designed to be a quick reference guide for community association board members, community leaders, and property managers. It contains an overview of unit owner and association maintenance responsibilities.

## Deer Park Place Homeowners' Association

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Created on February 8, 2023

Exterior of Unit			
COMPONENT	ASSOCIATION	UNIT OWNER	REFERENCE
Common Fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Detention Outlot Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Decorating of Common Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Driveway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Entry Monument Sign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Exterior Wood Trim on Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Exterior of all Buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Foundation, including Cement Patio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Gardening of Common Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Gutters/ Downspouts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Landscaping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Painting of Garages, Front Doors, Balcony Railing and Posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Painting of Home Exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Patio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Retaining Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Sidewalks / Walkways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Roof Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Satellite Dish serving Home	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.10

Snow Removal – Common Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Snow Removal – Private Driveways/Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Staircases - Exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Steps – Home Exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5, Section 5.16
Windows/Doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15

<b>Interior of Unit</b>			
COMPONENT	ASSOCIATION	UNIT OWNER	REFERENCE
Air Conditioning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Appliances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Carpeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Decorating – Unit Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Electrical Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Painting within Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Pipes, ducts, flutes, chutes, conduits, electrical wiring, and other system or component parts serving an exclusive Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Plumbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Windows, Window Frames, Window Glass	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15
Any other system or component part thereof serving the Unit exclusively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 5, Section 5.15

Notes:
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## **LEGAL NOTICE**

Please note this Maintenance Responsibility Chart is based solely on the items provided for in the Declaration. The facts of each situation may affect which party is responsible for the item's maintenance, repair and replacement, and may necessitate legal review.

This Maintenance Responsibility Chart will need to be updated to reflect any future amendments to the Association's governing documents. It is best practice to update the association's governing documents every fifteen (15) years to maintain compliance with changing laws.

## **LEGAL RESOURCE**

Do not hesitate to contact us if any items need to be added to the Maintenance Responsibility Chart or if your association has questions regarding it. You can reach us by phone at 847-537-0500 or online at [www.ksnlaw.com](http://www.ksnlaw.com).