

Owner/Service Area Responsibility Chart Spring Lake Gardens Service Area

The following is a summary of responsibilities for repairs and maintenance in the Service Area summarized and clarified from the Supplemental Declarations to the Charter for each Service Area. The Service Area repairs and maintenance are included in the monthly assessment. CROA has a Reserve Study done every three years that includes an engineer's review of the facility and recommended replacements, which management follows. Your Service area has an annual budget that includes the operating expenditures, as well as recommended funding per the Reserve Study. The Reserve Study, budget and financial statements are available to all owners and are included on the secure portion of the website. Please do not hesitate to contact Management to receive a copy of these documents, if you are unable to find on the website.

Owner	Service Area	Notes
Balconies		
Maintain, repair and replace, as necessary	✓	
Cleaning – Exterior		
Cleaning of front sidewalks, front steps/walkways, driveways and exterior boundary fences, as necessary	✓	
Cleaning of interior boundary fences, exterior walls or dwelling and garage, as necessary	✓	
Roof of dwelling and garage, as necessary	✓	
Concrete Flatwork		
Repair and replace, as necessary	✓	ARC and Service Area pre-approval required for replacement
Repair and replace section of the walkways, as necessary	✓	
Doors – Exterior Pedestrian		
Repair and replace any damaged door or door hardware on the dwelling	✓	ARC and Service Area pre-approval required for replacement

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Doors - Garage	Owner	Service Area	Notes
Repair and replace any damaged garage door and exterior door hardware, as necessary	✓		ARC and Service Area pre-approval required for replacement

Driveways			
Replace and repair, as necessary	✓		ARC and Service Area pre-approval required for replacement
Maintain in clean condition	✓		

Fences (Boundary) including Gates and Hardware or Wall on Lot			
Repair and replace, as necessary	✓		ARC and Service Area pre-approval required for replacement

Gutters and Downspouts			
Maintain in working order	✓		
Replacement	✓		ARC and Service Area pre-approval required
Cleaning, as necessary	✓		

Hose Bibs/Spigot			
Maintain and replace, as necessary	✓		

Interior of Dwelling and Garage			
Maintenance of the interior of the dwelling and garage, including within the walls (i.e. plumbing)	✓		

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Irrigation	Service		Notes
	Owner	Area	
Sprinklers or other irrigation equipment installed by the owner and equipment in the locked back yards	✓		
Repair of electricity to the time clock			
Operations, maintenance, replacement of any irrigation equipment (sprinklers, pumps, wells, water lines and time clock), as regularly maintained by the Service Area in unlocked gated areas	✓		

Landscape – Lawn/Turf, Shrubs and Trees

Maintain all landscaping or improvements installed on the Lot by Owner	✓		ARC and Service Area pre-approval required
Maintain as originally installed by Service Area (mowing, fertilization, pruning, mulching, watering, pest and disease control) unless gated areas are locked or inaccessible		✓	

Light Fixtures – Exterior

Maintain existing light fixtures in clean and functioning order including paint, as necessary	✓		
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Mailboxes

Maintain post, bracket, box and flag in clean and working order.	✓		ARC and Service Area pre-approval required when replacement is necessary
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Modifications (Exterior)

Maintenance and repair of modifications	✓		ARC and Service Area pre-approval required for modifications
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Other	Owner	Service Area	Notes
Maintain, repair and replace all other components and any addition or modification of the dwelling, garage or Lot not listed on this chart in accordance with Section 5.1 of the Community Charter	✓		
Painting of all exterior portions of the dwellings (including exterior doors, soffits and fascia), carports, garages, garage doors, or any non-vinyl fences erected along Lot's boundary	✓		
Porch, Porch Ceilings, Porch Columns, Steps and Patios			
Maintain, repair and replace as originally constructed on the dwelling	✓		
Potable Water Pipes, Meters, Sewer Pipes, Electric/Phone/Cable Lines servicing a Single Lot			
Maintain and replace, as necessary, from the main connection	✓		
Railings			
Maintain, repair and replace, as necessary	✓		
Roofs			
Periodic surface cleaning, as necessary, to maintain the Community Wide Standard	✓		
Repair or replace, as necessary, the roofs, soffits and fascia of any dwelling and garage, including any exterior asphalt porch roof originally constructed with the dwelling	✓		
Shutters			
Maintain and repair, as necessary	✓		

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Screens/Screen Enclosures	Owner	Service Area	Notes
Maintain in a clean condition, repair and replace, as necessary	✓		ARC and Service Area pre-approval required for replacement of enclosures

Siding or Stucco

Maintain, repair and replace, as necessary	✓		
Minor surface repairs and apply sealants, as necessary	✓		

Windows – Dwelling or Garage

Maintain in clean condition and working order, including hardware and frame	✓		
Exterior caulking of windows and doors, as necessary	✓		