

Harbour Pointe Maintenance Checklist Multi-Family Units – Nov 2025

BUILDING			
Item	Comments	Responsible Party	Add'l Notes
Structural		HOA	And any resulting damage
Air Conditioning		Owner	
Furnace		Owner	
Water Heater		Owner	
Chimney Cap	Repair, replacement	HOA	
Chimney Flashing		HOA	
Chimney Screen	Installation, repair, replacement	HOA	
Chimney Leaks		HOA	
Chimney Flue	Biannual Inspection	Owner	Provide Pegasus proof
Chimney Flue	Cleaning, repair, replacement	Owner	
Chimney Siding/Masonry		HOA	
Roofing/Decking		HOA	
Vent Stacks-exterior		HOA	
Roof Vents		HOA	
Gable Vents		HOA	
Gutters		HOA	
Downspouts		HOA	
Exterior Siding		HOA	
<u>Windows:</u>	Broken Glass	Owner	
	Sash	Owner	
	Frame Rot	HOA	
	Screens	Owner	
	Trim - interior	Owner	
	Trim - exterior	HOA	
	Caulking - exterior	HOA	
	Reglazing/Glass replacement if seal broken	Owner	
	Washing	Owner	
Hose bibs	Repair, Replacement	Owner	
Skylights	Cleaning	Owner	
	Leaking around skylight	HOA	
	Leaking through skylight	HOA	
	Replacement if broken	HOA	
	Replacement if scratched or marred	Owner	
	Thermoseal	Owner	

Harbour Pointe Maintenance Checklist Multi-Family Units – Nov 2025

EXTERIOR DOORS			
Item	Comments	Responsible Party	Add'l Notes
<u>Structural</u>		HOA	And resulting damage
<u>Front Doors</u>	Repair	Owner	
	Replacement	Owner	
	Paint	HOA during cycle/Owner may paint if off cycle	If owner paints, the color must be the HOA approved color
	Door Knobs	Owner	
	Locks	Owner	
	Keys	Owner	
	Door Jamb	Owner	
	Door Frame	Owner	
	Threshold	Owner	
<u>Storm Doors</u>		Owner	
<u>Garage Doors</u>	Repair	Owner	
	Replacement	Owner	
	Paint	HOA	
	Tracks	Owner	
	Rollers	Owner	
	Springs/Cables	Owner	
	Opener	Owner	
	Door Frame	Owner	
	Weather Stripping	Owner	
<u>Patio Doors Balcony</u>	Repair	Owner	
	Replacement	Owner	
	Paint	HOA during cycle/Owner may paint if off cycle	If owner paints, the color must be the HOA approved color
	Broken glass	Owner	
	Broken seal	Owner	
	Sash	Owner	
	Frame Rot	HOA	Reset unless rotted out
	Trim Rot	HOA	
	Caulking - Exterior	HOA	
	Sliding Door Track	Owner	
	Locks	Owner	
	Threshold	Owner	
<u>Door Screens</u>	All screen doors	Owner	
<u>Screened-In Porches</u>	Screens	Owner	

Harbour Pointe Maintenance Checklist Multi-Family Units – Nov 2025

DRYER VENTS			
Item	Comments	Responsible Party	Add'l Notes
Vents Caps	Repair & replacement	HOA	
Screens on vents caps	Repair & replacement	HOA	
Vents - Ducts	Repair and replacement (until vent enters common area)	Owner	HOA's responsibility when it's in common area (like attics)
Bird Nest Removal		HOA	

PATIO (BALCONY)			
Divider/Privacy Walls	Repair & replacement	HOA	
Gates	Repair & replacement	Owner	
Concrete	Repair & replacement	Owner	

EXTERIOR LIGHT FIXTURES			
Garage	Maintenance, Fixture & bulb replacement	HOA	Owner is welcome to match bulb and handle
Front Porch/Patio Light Walkway lights	Maintenance, Fixture and bulb replacement	HOA	Owner is welcome to match bulb and handle
Back Porch/Deck Balcony	Maintenance, Fixture & bulb replacement	Owner	
All Other Exterior Lights around the campus	Maintenance, Fixture & bulb replacement	HOA	

MISC			
Mail Box	Replacement, Maintenance, Keys	Post Office	

Areas Split between Limited & Common Areas

DECKS		Limited Areas*	Common Areas*
Railing	Painting/Staining	HOA	HOA
	Maintenance	HOA	HOA
	Replacement	HOA	HOA
Deck Floor	Painting/Staining	HOA	HOA
	Maintenance	HOA	HOA
	Replacement	HOA	HOA
Load Bearing Members	Painting/Staining	HOA	HOA
	Maintenance	HOA	HOA
	Replacement	HOA	HOA
Metal Ceilings	Maintenance	Owner	Owner

Harbour Pointe Maintenance Checklist Multi-Family Units – Nov 2025

GARAGES		Limited Areas*	Common Areas*
Structural		HOA	HOA
Floors	Minor Repair/Maintenance, Paint	Owner	
Aprons	Minor Repair/Maintenance	HOA	
Interior Slabs/walls	Minor Repair/Maintenance	HOA	HOA

OTHER		Limited Areas*	Common Areas*
Sidewalks	Repair/replacement		HOA
Driveways	Repair/replacement		HOA
	Sealing		HOA
Sewer Stoppage	Blockage within unit	Owner	
	Blockage outside unit		HOA
	Sewer/plumbing repair inside unit	Owner	
	Sewer/plumbing repair outside unit		HOA
Water Supply	Unit Meter	Southern Monroe Water	
	Water supply to meter		HOA
	Meter to exterior wall plane		HOA
Electrical Supply	Electric from transformer to meter		HOA
	Electric from meter to breaker box		HOA
Pest Control	Exterior		HOA
	Interior	Owner	
Damage caused by Wood destroying organisms			HOA
Critter Control	Bird removal from attic/unit		HOA
	Bird hole prevention/repair		HOA
	Mouse hole prevention/repair		HOA
	Chipmunks, squirrels, rabbits, etc		HOA
Sump Pump		Owner	
Sump Pump Discharge		Owner	

Harbour Pointe Maintenance Checklist Multi-Family Units – Nov 2025

GROUNDS		Limited Areas*	Common Areas*
Landscape Beds	Plant pruning/replacement		HOA
	Mulching		HOA
	Weeding		HOA
	Border		HOA
	Insecticide treatment		HOA
Plantings (other than landscape beds)	Plant pruning/replacement		HOA
	Mulching		HOA
	Weeding		HOA
	Border		HOA
	Insecticide treatment		HOA
Turf	Annual maintenance (mowing/fertilizing)		HOA
	Replacement		HOA
Damage to buildings or common grounds due to neglect from owners or their tenants/guests		Owner	Owner

Above items are subject to review/architectural approval by HOA BoD if there is a deviation to existing materials, styles, and/or colors,

- Limited Area = Areas limited to use by a certain unit(s) such as patios, balconies, walkways, staircases,
- Common Area = Areas used by all homeowners such as pool, courts, roads, trash dumpsters, fire escapes
- Wood Decking to be used: pressure treated deck boards
- Or Maintenance Free Decking (e.g. Trex): Submit architectural request
- Deck stain color is: **Sherwin Williams “Deck Scapes” – 3007 - Lodge Brown – Ultradeep Base**
- Front Door paint color is: **Sherwin Williams – 1267 Ruby Dust**