

Colorado HOA Home Buyer's Move-in and Maintenance Worksheet

Who is responsible for what, what HOA dues pay for or don't?

Tasks to Complete When Moving into an HOA

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MAINTENANCE CHECKLIST WORKSHEET	Who is responsible?			Developed by: Colorado HOA Forum www.coloradohoaforum.com		
	Maintenance Item	HOA	Homeowner	Not Applicable	Amount	Homeowner Notes
General: the Basics						
Read HOA Governing Documents						
Home Inspection: who repairs?						
HOA Agreed to Repairs						
All "promises" of repairs in writing!						
Walk the neighborhood, knock on doors						
Any outstanding issues with HOA on home						
Financial						
Amount of HOA Dues/Fees						
Additional Fees User Fees						
Special Assessments						
Reserve Funds Adequacy						
Insurance						
Does HOA have community policy?						
Provide your agent with HOA policy						
Eligible for reduced rate?						
Flood insurance required?						
Activate new insurance policy						
Exterior						
Address Numbers on Homes						
Exterior Painting of Home						
Doorbells and chimes						
Street lights and Posts						
Entryway lights, home mounted lights						
Electric Supply boxes Attached to Homes						
Cable Boxes (outside home)						
Water Faucets (outside home)						
Home Foundations						
Gas Lines from Meter to Home						

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Gutters and downspouts including extensions					
Outdoor pest control (moles, voles, etc.)					
Cement: porch, driveway, sidewalks					
Porch patio and deck additions					
Retaining walls					
Roof of House including vents					
Television receiving devices (outside home)					
Water seepage—underground source					
Drainage problems					
Windows on homes					
Interior					
Attic vents and screens					
Firebox and flue cleaning and repair					
Flooring					
Normal settling and cracks					
Roof leaks					
Vents					
Walls, non-supporting					
Painting					
Utilities:					
Air conditioning including condenser					
Furnaces and heating					
Hot water heaters including water lines					
Lines from exterior walls into home (phone, gas electric)					
Sewer Systems					
Garbage pick-up and recycling					

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Grounds and Common Areas:					
Fences and Gates and Entrancesways					
Lawn service					
Trimming shrubs and trees					
Tree trimming					
Snow Removal					
Street, parking lot, and park lights					
Mail boxes					
Streets and parking lots paving/repair					
Miscellaneous:					
Garages including doors					
Trash Collection					
Cable TV service and Internet					
Clubhouse exercise rooms, pool, meeting rooms, and other amenities					
Fees in addition to HOA dues: to use health facility, pool, rent clubhouse, etc.					
Calculate Monthly HOA Cost		Amount	Note		
HOA Monthly Dues: Primary					
Fees to parent HOA					
Special Assessments					
Fees to use amenities					
Other amounts due HOA					
Total Monthly HOA Cost			0		
Golf Course/Restaurant: requirement to join golf club or restaurant, how much, does HOA					

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	HOA	Homeowner	Not Applicable	Complete	Homeowner Notes
use dues to subsidize golf/restaurant even when home owner doesn't use					
Move in Tasks					
Get gate passes, club house access codes, pool passes, web site passwords					
Moving truck restrictions					
Provide clubhouse/HOA with your name, address, tele, email address etc.					
Introduce yourself to HOA staff					
Verify your US mail address to others and obtain any key required for community post box					
Follow up on HOA promises to fix things					
Get the HOA clubhouse and property manager tele					
Get a copy of latest HOA directory					
Get a copy of garbage and recycling procedures and days of pickup, what cans to use and how to label them, restrictions and any separate recycling costs					
Newspaper delivery and change from prior address					
Change home deliver address for all on-line accounts and in other business transactions					
Let your friends know new address/telephone number					
Arrange for cable tv installation					
Activate utilities, water, and home phone services					
Take picture of home for insurance purposes					
Activate home insurance policy					
Get approvals for planned architectural and landscaping projects					

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Attend a new home owners meeting					
Set up payment of your HOA for automatic withdrawal from your bank account					
Become educated on pet guidelines and restrictions: leash laws, where dogs are not allowed, register your dog, rules on barking and leaving dogs unattended, prohibited areas such as the clubhouse & pool areas....					
Noise policies such as prohibition on open speakers in garage or patio					
Get parking policies: can you park on the street, leave car out overnight in driveway, how many cars per home, any required parking passes, disabled parking spaces					
RV parking: allowed or not, designated areas, approval for overnight parking, any fees to park RV					
Get approval for any TV dish installment					
Understand policies/restrictions on BBQ grills					
Get approval for all flag/sign displays					
Get the HOA to identify areas in which you can plant a garden or tree and always get prior approval					
Provide HOA your email address for correspondence and tele for emergency contact					
Provide trusted person with how to access your home and notify the HOA of this person for emergencies					
Get requests for special exceptions to CCR's in writing such as for disabled needs					