

HOA Maintenance Checklist

	A	B
1	HOA Maintenance Checklist: who does what	Comment/Action Required
2		
3	<p>Poor Maintenance Service, Who is Responsible? HOAs receiving poor quality service of snow removal, landscaping, painting, etc. have the HOA Board to blame as the contracted property management company (PMC) is not being held accountable by the HOA Board. PMCs can be fired for poor service with such authority resting with the HOA Board.</p>	DRAFT COPY
4		
5	<p>Most HOAs hire a professional management company. This, with proper oversight, can ensure the complexities of administrative, financial, landscaping and architectural tasks are completed with experience and competency. Self-managed HOAs are more common in smaller developments. In larger communities with hundreds of thousands to several millions of dollars in HOA dues income it is a good idea to hire professionals to work with the HOA Board in managing the HOA.</p>	
6		
7	The Basics	
8		
9	<p>Maintenance in an HOA community is directly related to the adequacy of the HOA Reserve Fund. The fund is a financial planning and funding tool to ensure present and future maintenance tasks are completed as planned and needed. Review the financial statement and HOA Reserve Fund study prior to buying a home. Underfunded reserve funds can be telegraphing the need for a special assessment to replenish the fund</p>	
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11	Get a copy of documentation on HOA vs home owner maintenance responsibilities	
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13	Walk the community to observe the quality of HOA maintenance services	
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15	Visit with a few neighbors and ask about maintenance quality	
16		
17	Get a home inspection, some of the identified problems may be the HOAs responsibility	

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19	Fines for non-compliance	
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21	Insurance	
22		
23	In the event of a community-wide issue your insurance can determine your financial obligation in repairs, check your deductibles. Example, hail damage to roofs when HOA is responsible for roof maintenance/replacement	DRAFT COPY
24		
25	Check for premium discounts if you use the same insurance company as HOA	
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27	Notify your agent you are moving into an HOA community and to check if you will be eligible for rate discounts based on the HOAs community policy	
28		
29	Golf course/restaurant	
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31	Are you required to join the restaurant or buy a restaurant privilege?	
32	If the HOA owns the golf course you could be saddled with maintenance responsibilities for the upkeep (especially when expenses exceed revenue) or assessments for golf course capital improvements (even if you don't golf). The same for the restaurant	
33		
34	Exterior of Home	
35		
36	Address numbers on homes	
37	Exterior painting (and required frequencies)	
38	Doorbells and chimes	
39	Doors including molding, frames, locks	
40	Street light posts outside your home	
41	Lighting mounted on home	
42	Entryway lights	
43	Electric supply boxes attached to home	
44	Cable boxes outside home	

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45		
46	Water faucets outside home	
47	Home foundation	
48	Gutters and downspouts including extensions	
49	Outdoor pest control (moles, voles, etc)	
50	Cement: driveway, walkways, porch	
51	Porch, pation and deck additions	
52	Retaining walls	
53	Roof of house including vents, chimneys	
54	Television receiving devices outside home	
55	Water drainage and seepage underground	
56	Water drainage outside home	
57	Windows on home	
58	Personally installed security systems/lighting	
59	Irrigation and watering systems	
60	Gardening areas	
61	Caliking of windows	
62	Storm doors	
63	Leaf cleaning in gutters	
64	Decks: homeowner addition vs standard feature of home	
65	Decks: painting, repairs, railings, awnings	
66	Dog runs: allowed, restrictions, home owner maintenance/clean-up	
67		DRAFT COPY
68	Interior	
69		
70	Attic vents and screens	
71	Fire box and flue cleaning and repair	
72	Chimeny	
73	Fire and burglar alarms	
74	Flooring	
75	Normal settling and cracks	
76	Roof leaks	

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77		
78	Dryer and other vents	
79	Walls, non-supporting	
80	Painting	
81	Pest control	
82	Lighting	
83	Security systems, lighting	
84		
85	Utilities	
86		
87	Air conditioning including dispenser and housing	
88	Furnaces and heating	
89	Hot water heaters including water lines	
90	Lines from exterior into home: phones, gas, electric	
91	Sewer systems	
92	Garbage pick-up and recycling, special requirements/separate barrels	
93	Cable TV, Internet: HOA or owner paid for	
94	Water provider and expenses: side usage vs outside, HOA pays for lawn watering?	
95		
96	Grounds and Common Areas	
97		
98	Fences, gates and entranceways	
99	Lawn service	
100	Trimming trees and shrubs	
101	Fertilizing of trees and shrubs	
102	Insect control of trees and shrubs	
103	Snow removal	
104	Street, parking lot, and common area lighting	
105	Use of common areas: restrictions on dogs, children	
106	Main boxes	
107	Street maintenance, driveways, parking lots: paving and repair	

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108		
109	Miscellaneous	
110		
111	Garages: doors and openers and painting	
112	Trash collection: frequency, paid for by HOA?	
113	Clubhouse, exercise room, pool, meeting rooms: availability, observe maintenance	
114	Dog registration fees	
115	Fees in addition to dues: RV parking, exercise facilities, clubs	
116	Entry gate remote/card key fees	
117	Planned capital improvements or other special assessments	
118	Golf course and broken windows	
119	Police traffic control: if gated community most likely not	DRAFT
120	Tree trimming if you plant	
121	Roof replacement and painting cycles if HOA provided	
122	Tile roof cleaning?	
123	Sprinkler system	
124	Fees for RV parking, secured	
125	Childrens play areas: maintained, restrictions	
126	Bike paths: who maintains, well maintained	
127	Ball fields maintained via city or HOA, well maintained	
128	Bus stops: provided by and maintained by HOA or city	
129		
130		
131	Condominium	
132		
133	Exclusive use areas vs common areas: who maintains	
134	Fogged windows	
135	Interenal plumbing, water and electrical repairs	
136	Mold and ceiling leaks	
137	Radon	

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138	Storage areas and parking: assiged, owned, fees	
139	Heating and A/C repairs	
140	Individual controls or centrally controlled	
141	Individual unit utility charges or price per unit in complex	
142	Washer capability inside unit or shared in central location	
143	Deck cement, dividers, railings, paint, overhangs	
144		
145		
146	Cost vs Value of Your HOA Dues	
147		
148	<p>Figure out the value you receive for paying HOA Dues using this brochure. Your HOA dues can mostly be considered the cost of maintenance. Low dues mostly mean little is the responsibility of the HOA other than covenant enforcement. High dues will normally indicate more services provided by the HOA. Decide prior to purchasing the home if you feel you receiving value for your dues.</p>	