

**OAK CREEK OWNERS ASSOCIATION**  
**MAINTENANCE RESPONSIBILITY CHART**

The following chart summarizes maintenance and repair responsibilities of the individual Unit Owner and the Association for some of the more common situations that arise and is based upon various provisions of the Association's Declaration. The chart does not address all maintenance and repair issues that might arise. If a maintenance, repair or replacement issue should occur that is not addressed in the chart, the Unit Owner is responsible for contacting Association management in a timely manner for clarification of whether the Unit Owner or the Association is responsible for addressing the particular matter.

**Events Covered by Insurance** – The Association's master insurance policy includes coverage for the individual Units for certain events. The Unit Owner is responsible for notifying Association management of a loss or damage that might be covered as a property insurance claim. The Association's Board of Directors will determine whether the matter is one that should be submitted to the Association's insurer for a determination of coverage. Any such claim will be submitted by the Association, not the individual unit owner. Normal repairs and maintenance are not an insurance matter.

**Damage Caused by Unit Owner or Resident** – Pursuant to Section 3.10 of the Declaration, cost incurred by the Association for maintenance, repair or replacement that is the result of the willful or negligent act of an Owner or the Owner's family, guests or invitees and which is not covered and paid for by insurance obtained by the Association shall be added to and become a part of the assessment to which such Owner's Unit is subject.

**Terminology Used in Chart:**

"All aspects" Includes maintenance, repair and replacement, as needed

"LCE" Limited Common Elements

"Unit" Refers to the individually-owned condominium unit as defined at Section 1.1t and Section 3.9 of the Declaration.

<b>COMPONENT OF PROPERTY</b>	<b>ASSOCIATION RESPONSIBILITY</b>	<b>OWNER RESPONSIBILITY</b>
Antennas & satellite dishes	None	All aspects. Location of antenna or dish per Association policy.
LCE patio or balcony attached to the Unit Balconies, Fences & Gates/Patios around LCE patios appurtenants to units.	Supporting subsurface materials, such as Metal, wood, concrete, carpentry, structural integrity, as well as paint of balcony railings.	Cleaning of the patio/balcony. Locks, latches and hinges on gates, any improvements and additions made by an owner to patios and balconies, and all other aspects, except those noted for Association.
Chimneys	Exterior material of chimney stack and cap.	All aspects of firebox, chimney flue, and damper, including periodic flue cleaning.
Driveways, covered parking spaces, sidewalks, dumpsters, mailboxes, exterior numbers or letters on units and carports.	All aspects, except those noted for owner.	Mailbox locks and keys. Damage caused by unit owner or owner's property.

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Electrical systems	All aspects, except those noted for owner.	All aspects of breaker boxes, lines, fixtures, and appliances within unit walls. Damage to the unit, another unit, or common elements from a cause initially within the unit.
Exterior doors (front door and patio/balcony door)	Exterior painting. (Replacement in certain instances)	All aspects, except those noted for Association. Includes door frame, door, glass panes, weatherstripping, threshold, hardware, locks and peepholes.
Exterior light fixtures	All aspects, except those noted for owner.	Exterior light fixtures in patio and replacement of bulbs.
Foundation	All aspects	Improvements inside the unit that might need maintenance or repair due to foundation movement, such as, flooring, wall cracks, etc.
Grounds – outside the patios	All aspects	None
Heating and Cooling systems	None	All aspects, even if located outside unit.
Improvements in private patio, balconies or yards	None	All aspects. Association approval required prior to installation or improvements.
Plumbing, faucets, toilets and sewer lines	All aspects, except those noted for owner.	All aspects of lines, pipes, faucets and appliances within a unit or entering the unit at the wall. Damage to the unit, another unit, or common elements from a cause initially within the unit. All aspects of toilet.
Porches (front) of units	All aspects, except those noted for owner.	Any improvements and additions made by an owner to the porch. Routine cleaning.
Roofs, exterior vertical walls of buildings, other exterior features of buildings not specifically listed	All aspects	None
Sheetrock inside and bordering unit, including perimeter ceiling and walls.	None, unless damaged as a result of an Association Common Element problem.	Damage caused by negligence or willful acts.
Skylights	None	All aspects. Board approval required prior to installation.
Stairways (exterior)	All aspects	None
Subfloor	All aspects	None

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Unit Interior, to include interior finished surfaces of the perimeter walls, partition walls, floors, ceilings, doors, windows and other such elements consisting of paint, wallpaper, and other finished material, and improvements installed by current or previous Owner (not part of original construction)	None	All aspects
Unit Fixtures and Equipment installed as part of the original construction and not otherwise addressed elsewhere in this Chart.	Components not located within the Unit boundaries. See components assigned to Owner.	Commencing at a point where utility lines, pipes, wires, conduits, or systems enter the Unit boundaries (as defined in Section 1.1.t of the Declaration)
Unit Alarms and Smoke Detectors – intrusion alarms on doors/windows, smoke/heat detectors; and monitoring equipment.	None	All aspects
Water heaters	None	All aspects
Windows of units:	Exterior caulking in connection with exterior painting.	All aspects, including window frames, screens, window locks, glass panes, glazing and caulking. The owner shall also promptly repair and replace any broken or cracked glass in windows and doors.

This is to certify that the foregoing policy was adopted by the Board of Directors on February 26, 2012, and has not been modified, rescinded or revoked.

Date

4-10-12

Lois Burgess  
Lois Burgess – Secretary

SUBSCRIBED AND SWORN TO before me, the undersigned authority, by Lois Burgess on this 10<sup>th</sup> day of APRIL, 2012.

Lori Welsh

Notary Public in and for the State of Texas

