

A community is built on understanding, cooperation, and a dedication to work harmoniously as a team made of the Board, owners, and manager to improve the community for the benefit of everyone.

Each of us has an individual responsibility to the community, our neighbors, and each other. We will succeed when we each attend to our responsibilities and work together to address the needs of the community. A successful community is made of people who care about each other, and the community, over everything else.



## Los Pinos HOA Maintenance Responsibilities

### Responsibility Overview

(Please note, this is an overview, and other responsibilities exist, consult the governing documents for more information)

- Interior finishes- Owner
- Windows/doors maintenance- Owner
- Windows/doors replacement- HOA
- Heating system-
  - Main boiler- HOA
  - Zone Valves- Owner
  - Thermostats/wiring- Owner
- Systems in walls-
  - Plumbing serving one unit- Owner
  - Plumbing serving 2+ units- HOA
  - Electrical serving one unit- Owner
  - Electrical serving 2+ units- HOA
- Exterior-
  - Siding- HOA
  - Roof- HOA
- Leaks from roof- HOA
- Leaks from plumbing in wall- Owner/HOA
- Leaks from plumbing in unit- Owner
- Noises from the systems- HOA/Owner
- Noises from neighbors- Owner/HOA
- Parking- HOA manages
- Garages- Owner
- Guest caused issues- Owner
- Trash- Owner/HOA
- Pets- Owner

### General Terms/process of diagnosis

- GCE- General Common Element- Component of the building owned in common. The HOA or the owner may be responsible for replacement or maintenance.
- LCE- Limited Common Element- Component of the building owned in common, but serving only one unit. The HOA or the owner may be responsible for replacement or maintenance.

**How to Diagnose an Issue- Please note, it is the owner's responsibility to initially diagnose and determine the issue cause, before contacting the HOA manager. The HOA manager will only become involved if the issue is caused by a LCE of GCE the HOA has responsibility for.**

- Initially, in every case, the owner, their manager, or a contractor should determine what the exact issue is.
- Once the exact issue is known, the owner or manager should consult this document to identify responsibility.
- If the responsibility lies with the HOA, the owner should reach out to the HOA manager with specific details of what needs to be fixed and why.
- If the responsibility lies with the owner, the owner should notify manager of the repairs being made, and have their manager or a contractor complete the repair.