



Maintenance Responsibilities

CP = Common Property, PH = Patio Homes, TH = Town Homes	CPOA	S&R	SUB	Home Owner
A/C Heat Pump (for CPOA Common Elements)	X			
A/C Heat Pump (unit)				X
Beaches				
Main Beach		X		
Beaches requested or installed by Individual Subs			X	
Breezeways including drains				
Condos			X	
TH/PH (Cost shared by adjacent unit owners)				X
Conference Center			X	
Bottom floor exterior			X	
Bottom floor interior		X		
Convenience Docks		X		
Decks				
Condos/PH/TH				X
Common Property	X			
Doors - Condos/PH/TH				X
Foundation Walls				
Foundation Walls (Condos)			X	
Foundation Walls (PH/TH)				X
French Drains				
Condos			X	
Condos PH/TH				X
Common Property	X			
Guttering – including drain lines to the collection box or the point of termination away from the building				
Condos			X	
PH/TH				X
Landscaping (on common grounds)	X			
Routine Maintenance of all grounds	X			
Replacement trees, shrubs, plantings				
Replacement when alive				
PH/TH (within deeded property line)				X
Condos (beds adjoining buildings or beds requested by subs)			X	
Other Common Property	X			
Removal/Replacement of dead trees, shrubs, plantings				
PH/TH (within deeded property line)				X
All Common Property	X			
Marinas		X		
Parking lots				
Condos/PH/TH			X	
Common Property (Clubhouse, Welcome Center, Beach)	X			
Pools	X			
Rip-rap	X			

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Plumbing				
CP – Outside to middle of foundation	X			
ALL – Exact middle of foundation – shared cost	X			X
Condos middle of foundation inward			X	
PH/TH middle of foundation inward				X
Roads, streets	X			
Roofs				
Condos			X	
TH - Sub Re-shingle, Homeowner maintains the roof structure			X	X
PH – Homeowner totally responsible				X
Septic tanks/drain fields	X			
Staining Siding				
CP	X			
Condos/ PT/TH			X	
Windows / Skylights				
Inside units (PH/TH/CONDOS)				X
In Breezeways (Condos)			X	
in Breezeways (PH/TH) Cost shared by adjacent unit owners				X
Tennis Courts	X			
Welcome Center				
Exterior		X		
Upper Level - Interior		X		
Lower Level - interior				
Clubhouse	X			
Unit Interior Maintenance				X

Unit Interior Maintenance Responsibilities

1. Unit interior maintenance has always and will continue to be the responsibility of the property owner who should make arrangements with CPOA for service, or directly with contractors/vendors recommended by CPOA. All work, terms and warranties should be negotiated by the property owner with all outside service providers.
2. Arrangements should be made with the CPOA office to allow for outside service providers to enter homeowner's property as needed.
3. Where emergency interior repair is necessary to protect the investment of the homeowner, CPOA management will make temporary repairs, where feasible, and/or arrange for permanent repairs as appropriate under the circumstances with the prior consent of the homeowner. All costs will be billed to the homeowner.