Reserve at Broad Ripple Homeowners Association, Inc.
Maintenance Check List

This Maintenance Checklist was developed to assist homeowners, the Reserve at Broad Ripple Homeowners Association Board, and Kirkpatrick Management in understanding responsibilities for maintenance-related issues. Homeowners are responsible for the maintenance of their residences unless a maintenance issue is specifically addressed in the Reserve at Broad Ripple Covenants as a Reserve at Broad Ripple HOA responsibility. The Reserve at Broad Ripple HOA is not responsible for any costs attributed to a homeowner's negligence. This checklist may be updated and amended.

DESCRIPTION	HOMEOWNER RESPONSIBILITY	Reserve at Broad Ripple RESPONSIBILITY	BOARD APPROVAL
Address:			
• Numbers		X	
Brick (exterior):			
• Tuck Pointing		X	
• Replacement		X	
Chimney:			
• Flashing		X	
• Flue & Firebox Cleaning	X		
• Exterior		X	
Balconies			
• Wood replacement of deck	X		
• Staining	X		X
• Wood replace of trim around base of deck		X	
Doors:			
• Front Entry, Balcony maintain	X		
• Front Entry – Replacement	X		Approve Type
• Screen/Storm	X		Approve Type
• Front Entry Painting		X	On rotation
• Caulking		X	On rotation
• Trim		X	On rotation
• Frames (exterior)	X		
• Operations/Adjustments	X		
• Thresholds	X		

DESCRIPTION	HOMEOWNER RESPONSIBILITY	Reserve at Broad Ripple RESPONSIBILITY	BOARD APPROVAL
Dryer Vents:			
• Exterior Vent Caps/Repair/Replace		X	
• Interior Ducts/Repair/Replace	X		
• Exterior Modifications:	X		X
Slabs/Floors including garage:	X		
• Footers/Foundations		X	
Garage:			
• Flooring	X		
Overhead Door			
• Repair	X		
• Replace	X		Approve Type
• Operation	X		
• Painting (exterior only)		X	On rotation
• Automatic Door Opener and Remote Controls	X		
• Exterior Key Pad	X		
Heating, Ventilating, Air Conditioning Equipment:			
• Repair/Replacement	X		
• Replace Slab/Outdoor Pad	X		
• Ducts	X		
• Interior Repairs (including settling cracks):	X		
Insurance:			
• General Liability, D&O		X	
• Dwelling Unit		X	
• Personal Belongings and improvements Liability	X		
• Flood Insurance		X	
Landscaping:			
• Tree and Shrub Care		X	
• Pruning		X	
• Spraying		X	
• Replacement of trees, shrubs and bushes that were initially installed and have died.		X	
• Removal of dead trees, shrubs and bushes		X	

DESCRIPTION	HOMEOWNER RESPONSIBILITY	Reserve at Broad Ripple RESPONSIBILITY	BOARD APPROVAL
• Mowing		X	
• Trimming		X	
• Fertilization		X	
• Replacement and Seeding		X	
• Grub Control		X	
Lighting:			
• Interior	X		
• Exterior (front)	X		
• Light Bulbs	X		
• Front of garage		X	
• Repair		X	
• Fixture Replacement (all)		X	
• Photo Control		X	
• Bulb replacement		X	
Exterior electrical outlet by garage:		X	
Painting:			
• Interior	X		
• Exterior of building		X	On rotation
• Front Door	X		
• Garage Door		X	On rotation
• Gutters		X	On rotation
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Pest Control:			
• Interior	X		
• Exterior		X	
• Interior Damage	X		
Roofs:			
• Shingles (normal life wear/tear)		X	
• Shingles – abnormal damage caused by fire, weather, other acts		X	
• Flashings		X	
• Gutters		X	
• Downspouts		X	
• Extensions		X	
Roof Leak Damage:			
• Repair (exterior)		X	
• Repair Drywall		X	
• Repainting (interior)	X		

DESCRIPTION	HOMEOWNER RESPONSIBILITY	Reserve at Broad Ripple RESPONSIBILITY	BOARD APPROVAL
Satellite Dishes:			
• Installation Per Owner's Manual	X		
• Damage from installation	X		
Screens:			
• Doors	X		
• Windows	X		
• Porches	X		
• Interior Damage	X		
Sidewalks, Steps and Stoops:			
To Front Door		X	
Siding (exterior):		X	
Snow Removal (2" or more):			
• Driveways		X	
• Sidewalks		X	
• Stoops		X	
• Streets		X	
Streets:			
• Parking lot		X	
• Curbed Streets (Repair/Replace)	•	• X	•
Underground Utilities: Electrical, Sanitary and Water (serving each home)			
Within Structure & Slab	X		
Outside Structure (connecting with main line)		X	
WATER IS PAID BY ASSOCIATION			
Windows:			
• Caulking		X	
• Glass	X		
• Operation	X		
• Washing	X		
• Exterior Trim/Frame		X	
• Trim (interior)	X		
• Replacement	X		
• Skylight	X		
Wiring and Conduit:			
• Interior	X		
• Cable Television	X		
• Computer Technology	X		
• Telephone	X		