

ELDERS POND MAINTENANCE RESPONSIBILITY CHECKLIST

MAINTENANCE ITEM	EPHA	OWNER	COMMENTS
BUILDING (UNIT) INTERIOR			
WALL CEILING / FLOOR -- REPAIR / REPLACE		X	
INTERIOR FINISHES -- PAINT/WALLPAPER		X	
LOAD BEARING WALLS		X	
NON LOAD BEARING WALLS		X	
APPLIANCES		X	
CABINETS / COUNTERTOPS		X	
PLUMBING FIXTURES		X	
WATER SUPPLY / DRAIN LINES		X	
INTERIOR HEAT / AC -- REPAIR / REPLACEMENT		X	
EXTERIOR HEAT / AC -- REPAIR / REPLACEMENT		X	
INTERIOR WATER DAMAGE FROM EXTERIOR		X	
HOT WATER HEATER		X	
UNCLOG SEWER LINES / DRAINS / SINKS		X	
LANDSCAPE / GROUNDS			
SHRUB MAINTENANCE & REPLACEMENT		X	
TREE MAINTENANCE & REPLACEMENT		X	
LAWN MAINTENANCE & REPLACEMENT	X	X	EPHA cuts grass - Owner replaces when needed
SPRINKLER MAINTENANCE & REPLACEMENT		X	
PINESTRAW	X	X	EPHA front yard, common areas - Owner all other
PEST CONTROL / TERMITE			
UNIT INTERIOR PEST CONTROL		X	
UNIT TERMITE BOND & TREATMENT	X		
UNIT TERMITE INSPECTIONS FOR SALE		X	
INSURANCE PLACEMENT			
EXTERIOR		X	
INTERIOR		X	
COMMON AREA / AMENITIES			
COMMUNITY LIGHTING		X	
SIGNS	X		
ROADS			NA - Maintained by Richland County
DRIVEWAYS		X	
SIDEWALK REPAIR / REPLACEMENT			NA
PARKING LOT REPAIR / REPLACEMENT			NA
PERIMETER WALL REPAIR / REPLACEMENT	X	X	EPHA - Common fencing / Owner - yard fencing
SURFACE WATER DRAINAGE & RUNOFF	X		
GARBAGE COLLECTION / RECYCLING		X	Owners responsible for containers

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BUILDING (UNIT) EXTERIOR			
REPAIR / REPLACEMENT			
DOOR REPAIR		X	
DOOR REPLACEMENT		X	
DOOR HARDWARE REPAIR		X	
DOOR HARDWARE REPLACEMENT		X	
DOOR LOCKS - REKEY		X	
WINDOW REPAIR		X	
WINDOW REPLACEMENT		X	
MAILBOX REPAIR		X	
MAILBOX REPLACEMENT		X	
UNIT EXTERIOR LIGHTING - STOOP / PORCH		X	
UNIT EXTERIOR LIGHTING - LAMP POSTS		X	
UNIT NUMBERING		X	
STORM / SCREEN DOOR REPAIR		X	
STORM / SCREEN DOOR REPLACEMENT		X	
STORM WINDOW		X	
SCREEN REPAIR / REPLACEMENT		X	
SLIDING DOOR REPAIR		X	
SLIDING DOOR REPLACEMENT		X	
SLIDING DOOR LOCK REPAIR		X	
SLIDING DOOR LOCK REPLACEMENT		X	
SIDING / TRIM REPAIR / REPLACEMENT		X	
ROOF REPAIR		X	
ROOF REPLACEMENT	X		Normal wear only
CHIMNEY REPAIR / REPLACEMENT		X	
CHIMNEY CLEANING		X	
CRAWL SPACE / DOORS		X	
EXT STORAGE ROOM / DOOR REPAIR		X	
EXT STORAGE ROOM / DOOR REPLACEMENT		X	
DECK / PORCH REPAIR		X	
DECK / PORCH REPLACEMENT		X	
GUTTER CLEANOUT		X	
GUTTER REPAIR / REPLACEMENT		X	
WINDOW WASHING		X	
EXTERIOR DOOR / WINDOW CAULKING		X	
PAINTING			
UNIT EXTERIOR DOORS	X		Specific colors required for windows, doors, shutters and trim. Contact MJS, Inc. or EPHA. EPHA will paint on planned rotation. More frequently is owner's responsibility.
WINDOWS	X	X	
SIDING / TRIM	X	X	
DECK / PORCH / RAILS		X	