

The Woodlands Winding Brook Homeowner’s Association, Inc.

Responsibility for Maintenance, Repair, and Replacements

Updated August 8, 2024

Please refer to the chart below if your Unit requires maintenance or a repair/replacement. If you believe the HOA is responsible for the component, please put in an HOA request on the website at: www.woodlandshoa.net and the HOA Administrative team will respond where appropriate. Generally, the HOA is responsible for maintenance and operation of the Common Area.

A Unit owner can decide to do work normally undertaken by the HOA at their own expense. They MUST provide the HOA with detailed plans, permits and contractor information, BEFORE having the work done, for consideration by the HOA Board. Requests must be submitted in an HOA Request on the Woodlands website www.woodlandshoa.net . Liability and any future costs for any damages done to any external areas, Common Area or to adjoining Units during the work or afterwards will be the responsibility of the Unit Owner.

| COMPONENT | RESPONSIBLE PARTY | AUTHORITY |
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| Air conditioning (“equipment”, “fixtures”) | Owner | CCRs: 14(b) By-Laws: Article XI, 4(b) |
| Basement (“supporting walls”) | Owner | CCRs 14(a) |
| Basement leaks from a common water source | HOA | CCRs: 13(b) |
| Chimney flues | Owner (HOA conducts an annual inspection, but the Owner pays for any required cleaning or repair) | CCRs: 15(c) |
| Decks (“exterior improvements” / not “patios”) | HOA | CCRs: 15(b) |
| Doors (interior and exterior, including glass | Owner | CCRs: 14(a) & 15(b) |

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| surfaces, screens and screen doors, door fixtures and other hardware) and door jambs | | Bylaws: Article XI, 4(b) Board. |
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| Electrical (external installations: “exterior improvements” serving more than one unit) | HOA | CCRs: 14(a) & 15(b) |
| Equipment and fixtures (internal installations) | Owner | CCRs: 14(b) By-Laws: Article XI, 4(b) |
| Floors | Owner | CCRs: 14(a) |
| Furnace (“equipment and fixtures”) | Owner | CCRs: 14(a) |
| Garage doors, electrical (internal installations), and walls (see “doors”, “electrical”, and “walls”) | Owner | CCRs: 14(a) By-Laws: Article XI, 4(b) |
| Garage roofs and exterior building surfaces | HOA | CCRs: 15(b) |
| Grounds (Common Area and Lots including trees, shrubs, grass, walks, and exterior improvements but excluding vegetable and flower gardens; excluding areas altered or landscaped by current or former Owner). | HOA | CCRs: 15(a) & (b) |
| Gutters and downspouts | HOA | CCRs: 15(b) |
| Light bulbs (“exterior improvements”) | Owner. (HOA replaces bulbs in Common Area only) | CCRs: 14(a), & (b), 15(a) & (b) |
| Light fixtures (“exterior improvements”) | HOA | CCRs: 15(a) & (b) |
| Light fixtures (“internal installations of....electrical fixtures). | Owner | By-Laws: XI, 4(b) |
| Parking areas and interior roads (maintenance and snow removal) | HOA | CCRs: 15(a) |

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| Patios | Owner | CCRs: 15(b) |
| Roofs. Including gutters and downspouts (Skylights excepted: see "windows") | HOA | CCRs: 15(b) |

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| Satellite dishes (can only be placed on balconies or decks, but must be moved for repairs by the owner) | Owner (Owner is also liable for any damages to exterior walls during installation) | Board |
| Decks (altered or expanded; screened or roofed after August 1, 2024) | Owner. (Board must be notified in advance and give approval; modifications must meet building code requirements.) | Board |
| Fences, railings and other external improvements installed by owner | Owner. (Board must be notified in advance and give approval; modifications must meet building code requirements.) | Board |
| Sewage, water, light, gas, power, sanitary installations, telephone (internal installations). | Owner | By-Laws: XI, 4(b) |
| Sidewalks | HOA | CCRs: 15(b) |
| Siding ("exterior building surfaces") | HOA | CCRs: 15(b) |
| Utilities (lines, pipes, wires, conduits, or systems serving more than one Unit). | HOA | CCRs: 14(a) |
| Walls (including supporting walls and materials such as plaster, gypsum dry wall, paneling, wallpaper, paint, wall and floor tile and flooring, which make up the finished surfaces of the perimeter walls, ceilings and floors, excluding siding) | Owner | CCRs: 14(a) |
| Windows (including skylights, glass surfaces, screens, window fixtures and other hardware) | Owner | CCRs: 14(a) & 15(b), By-Laws: XI, 4(b) |