

Winston Square Maintenance Responsibility Check-List

** Please note this checklist is not meant to replace the CC&R's, but instead is to be used as a quick reference list for many of the more common maintenance issues. The underlying theme is that Homeowners own their structure and the lot it rests on. Except for a few exceptions such as roofs, wood shingle siding and paint which the Association maintains, Homeowners are responsible for most issues on their home and lot.**

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|-----|---|------------------------------|
| 1) | Balconies | (Homeowner responsibility) |
| 2) | Common area lighting | (Association responsibility) |
| 3) | Common area (perimeter) fences as per the original construction layout with one gate | (Association responsibility) |
| | a) interior fence between units | (Homeowner responsibility) |
| | b) second fence gate | (Homeowner responsibility) |
| 4) | Concrete decks and walkways within lot lines | (Homeowner responsibility) |
| 5) | Concrete walkways in common area | (Association responsibility) |
| 6) | Foundation failure and cracks on detached garages | (Association responsibility) |
| 7) | Foundation failure and cracks on house | (Homeowner responsibility) |
| 8) | Front overhang support posts & beams | (Homeowner responsibility) |
| 9) | Painting of all exterior building surfaces (except where painting is needed from homeowner initiated repairs) | (Association responsibility) |
| 10) | Pest Control (ants, spiders, rodents) | (Homeowner responsibility) |
| 11) | Rain gutters and downspouts (except for a handful of original construction areas) | (Homeowner responsibility) |
| 12) | Roofs on all houses and garages | (Association responsibility) |
| 13) | Stucco failure and cracks on detached garages | (Association responsibility) |
| 14) | Stucco failure and cracks on house | (Homeowner responsibility) |

- 15) Utility Lines
 - a) water lines (from meter to house) (Homeowner responsibility)
 - b) water lines (from street to meter) (Association responsibility)
 - c) water meter (City of Foster City)
 - d) electrical lines (house to garage) (Homeowner responsibility)
 - e) electrical & gas lines (common area) (PG&E)
 - f) cable TV. & internet lines (Homeowner service provider)

- 16) Windows and sliding glass doors (Homeowner responsibility)
(note replacement prototype on file with City)

- 17) Wood entry doors
 - a) Detached garage man doors (Association responsibility)
 - b) Car garage doors (Association responsibility)
 - 1) Main torsion spring (Association responsibility)
 - 2) Garage door opener (Homeowner responsibility)

- 18) Wood siding shingles on all houses & garages (Association responsibility)
(except where removal is from homeowner initiated repairs)
 - a) Tar paper beneath wood siding shingles (Homeowner responsibility)

- 19) Wood trim at detached garages (Association responsibility)

- 20) Wood trim at house (Homeowner responsibility)