

**Hillsboro Condominium Owners Association, Inc.**

**6015 Lehman Drive, Suite 205**

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January 22, 2010

Owners

Hillsboro Condominium Owners Association, Inc.

Re: Maintenance and Insurance Chart

Dear Hillsboro Owner:

Enclosed please find a chart depicting the maintenance, repair and insurance responsibilities for many of the components within the Hillsboro community. The Board of Directors has worked with the Association's attorney to put together this chart based upon the division of responsibility contained in the Declaration.

This chart does not modify the Declaration. It is intended to be a reference that is easy to read when you are trying to determine whether you or the Association is responsible for maintenance of common items. The Board and the Association's manager will also refer to this in determining whether a work order should be issued. Hopefully, use of this chart will help both Owners and the Association make expedient repairs by eliminating confusion about maintenance responsibility in advance.

The chart also includes a breakdown of the Association's and the Owner's insurance responsibility, since this is not always the same as the maintenance responsibility. Owners should review this chart with their insurance agents to verify they are properly insured.

Please review the chart and contact the Association's manager or the Board if you have any questions.

Sincerely,

Board of Directors  
Hillsboro Condominium Owners Association, Inc.

**MAINTENANCE, REPAIR AND INSURANCE RESPONSIBILITIES FOR  
HILLSBORO CONDOMINIUM OWNERS ASSOCIATION, INC.**

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NOTE: This chart shows whether Owners or the Association are responsible for the maintenance, repair and replacement and insurance of various items pursuant to the Declaration for Hillsboro Condominiums.

A = Hillsboro Condominium Owners Association, Inc.

O = Owner

	MAINTENANCE	INSURANCE
<b>BUILDING EXTERIOR</b>		
Building – structure, including foundations, columns, girders, beams and supports and supporting walls <sup>1</sup>	A	A
Siding, including painting, repairing and replacing <sup>1</sup>	A	A
Trim, fascia and flashing (but not window flanges) <sup>1</sup>	A	A
Roof shingles and roof underlay <sup>1</sup>	A	A
Gutters and downspouts <sup>1</sup>	A	A
Patios, decks, porches, and balconies – general cleaning <sup>2</sup>	O	N/A
Concrete portions of Limited Common Element patios, porches – repair and restoration <sup>3</sup>	O	A
Patios, decks, porches, and balconies – replacement, alteration, structural repair <sup>3</sup>	A	A
Wood rails in porch rails or fences – repair and restore <sup>3</sup>	O	A
Wood rails in porch rails or fences – stain or paint <sup>3</sup>	A	N/A
Stairway to upper level unit <sup>5</sup>	A	A
Exterior doors or storm/screen doors, including frames and caulking <sup>4</sup>	O	A
Patio/deck sliding doors – frame and glass <sup>4</sup>	O	A
Windows, frames, flanges, panes and caulking around windows <sup>4</sup>	O	A

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	MAINTENANCE	INSURANCE
Glass <sup>4</sup>	O	A
Garage interiors - cleaning <sup>2</sup>	O	N/A
Garage – concrete floor – repair or restore <sup>3</sup>	O	A
Garage – concrete floor – replace, alter, structural repair <sup>3</sup>	A	A
Garage – interior walls <sup>5</sup>	O	A
Garage door, automatic openers and mechanisms <sup>3</sup>	O	N/A
Garage door – repair and replace <sup>1 and 3</sup>	O	A
Garage siding, fascia, and trim <sup>1</sup>	A	A
Light Fixtures outside Units, which serve only that Unit <sup>1</sup>	O	A
Chimneys and chimney liners <sup>1</sup>	A	A
Unit numbers attached to siding <sup>1</sup>	A	A
Other exterior modifications made by Owners <sup>6</sup>	O	O
<b>UTILITIES</b>		
Utilities, wires and lines, including furnaces, heating, plumbing, lighting, telephone, electrical, television and communications, hot water equipment and appurtenances, which service only one Unit located within the Unit <sup>6</sup>	O	A
Utilities, wires and lines located outside of Unit, which service only one Unit <sup>6</sup>	O	A
Utilities, wires and lines installed within or running through individual Units, which service more than one Unit <sup>1</sup>	A	A
Sewer lines/pipes which service only one Unit, located within Unit <sup>6</sup>	O	A

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	MAINTENANCE	INSURANCE
Air conditioners serving one Unit <sup>4</sup>	O	A
Electrical meters serving more than one Unit <sup>1</sup>	A	A
Water meters serving more than one Unit <sup>1</sup>	A	A
Gas and associated lines and pipes serving that Unit <sup>4</sup>	O	A
Gas and associated lines and pipes serving other Units <sup>1</sup>	A	A
<b>UNIT INTERIORS</b>		
Furnishings <sup>7</sup>	O	O
Window coverings <sup>7</sup>	O	O
Carpet <sup>7</sup>	O	O
Permanent fixtures in Unit including, but not limited to, ceiling fans, hand rails, cabinets and counter tops, as originally installed by Declarant <sup>6</sup>	O	A
Permanent fixtures including, but not limited to, ceiling fans, hand rails, cabinets and counter tops, as replaced by Owners <sup>6 and 7</sup>	O	O
Appliances including oven range, refrigerator and disposal, as originally installed by Declarant <sup>6</sup>	O	A
Appliances including oven range, refrigerator and disposal, as replaced by Owners <sup>6 and 7</sup>	O	O
Smoke detectors installed by Declarant <sup>6</sup>	O	A
Smoke detectors installed/replaced by Owners <sup>6 and 7</sup>	O	O
Interior perimeter and non-perimeter walls - finished surfaces (i.e. wallpaper) <sup>6</sup>	O	O
Interior perimeter and non-perimeter walls - non-finished surfaces (i.e. drywall), as installed by Declarant <sup>6</sup>	O	A

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	MAINTENANCE	INSURANCE
Interior non-perimeter and non-perimeter walls (finished and unfinished surfaces), as improved by Owners <sup>6</sup>	O	O
Perimeter ceilings of Units - finished surfaces (i.e., paint) <sup>6</sup>	O	O
Perimeter ceilings of Units – unfinished surface (i.e., drywall), as installed by Declarant <sup>6</sup>	O	A
Perimeter ceilings of Units – unfinished surface (i.e. drywall), as improved by Owner <sup>6</sup>	O	O
Floor coverings including tile, vinyl and hardwood, as installed by developer <sup>5</sup>	O	A
Floor coverings, including tile, vinyl and hardwood, as upgraded by Owner <sup>7</sup>	O	O
Subflooring <sup>1</sup>	A	A
Fireboxes (its flue in its closed position) – general cleaning <sup>2</sup>	O	N/A
Fireboxes (its flue in its closed position) – repair <sup>3</sup>	O	A
Fireboxes (its flue in its closed position) – replace, structural repair <sup>3</sup>	A	A
Flue and flue chase <sup>1</sup>	A	A
Circuit boxes inside a Unit servicing exclusively that Unit <sup>4</sup>	O	A
Circuit boxes inside Unit serving more than one Unit <sup>1</sup>	A	A
<b>GROUNDS</b>		
Grass, trees, shrubbery, flowers and landscaping <sup>1</sup>	A	A
Entry monument and gate <sup>1</sup>	A	A

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	MAINTENANCE	INSURANCE
Ground maintenance, including grading and drainage channels <sup>1</sup>	A	A
Sidewalks, curbs, steps, walkways, serving more than one Unit <sup>1</sup>	A	A
Concrete of sidewalks serving one Unit – repair and restore <sup>3</sup>	O	A
Concrete of sidewalks serving only one Unit – replace, structural repair <sup>3</sup>	A	A
Mail kiosks <sup>1</sup>	A	A
Exterior lights not attached to buildings <sup>1</sup>	A	A
Planters/landscaping added by Owners	O	O
Clubhouse <sup>1</sup>	A	A
Pool, hot tub and fence <sup>1</sup>	A	A
Driveways and parking spaces <sup>1</sup>	A	A
Perimeter fence <sup>1</sup>	A	A
Carpet cleaning <sup>2</sup>	O	N/A
Carports – repair, maintain <sup>1 and 3</sup>	A	A
Irrigation system <sup>1</sup>	A	A
<b>OTHER</b>		
Attics accessible only by one unit – cleaning <sup>2</sup>	O	N/A
Attics accessible only by one unit – replace, alter, structural repairs <sup>3</sup>	A	A
Meter rooms in building <sup>1</sup>	A	A

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	<b>MAINTENANCE</b>	<b>INSURANCE</b>
Garbage collection	A	N/A
Snow removal	A	N/A
Any improvement or installation installed by Owner, including satellite dishes, and not otherwise listed <sup>6</sup>	O	O
General Common Elements depicted on the Map or described in the Declaration and not otherwise listed <sup>1</sup>	A	A

**NOTES**

- A. IF MAINTENANCE OR REPAIR IS REQUIRED TO ANY COMPONENT NORMALLY MAINTAINED BY THE ASSOCIATION, WHICH RESULTS FROM THE NEGLIGENCE OR INTENTIONAL ACT OF AN OWNER, SUCH OWNER SHALL BE RESPONSIBLE FOR THE COST OF THE MAINTENANCE AS AN ASSESSMENT.
- B. IF MAINTENANCE OR REPAIR IS REQUIRED FOR ANY OWNER MAINTAINED COMPONENT, WHICH IS CAUSED BY ASSOCIATION NEGLIGENCE, THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE COST OF SUCH MAINTENANCE OR REPAIR.
- C. IF ASSOCIATION RECEIVES INSURANCE PROCEEDS FOR DAMAGE CAUSED TO A UNIT, THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE REPAIR.
- D. ALTHOUGH ATTICS ARE DEFINED IN THE DECLARATION AS LIMITED COMMON ELEMENTS AND ARE ACCESSIBLE ONLY TO ONE UNIT EACH, THEY ARE NOT DESIGNED FOR STORAGE IF REPAIRS ARE NEEDED BECAUSE OF STORAGE, THE OWNER WILL BE RESPONSIBLE FOR THE COST.

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**ENDNOTES**

1. Declaration, Article I, Section 1.4, Article XII, Section 12.2, and Article XIII, Section 13.1A
2. Declaration, Article I, Section 1.4B, Article XII, Section 12.1B
3. Declaration, Article I, Section 1.4B, Article XII, Section 12.1B, Article XIII, Section 13.1A
4. Declaration, Article I, Section 1.4B, Article XII, Section 12.1A, Article XIII, Section 13.1A
5. Declaration, Article I, Section 1.4B, Article VII, Section 7.7, Article XIII, Section 13.1A
6. Declaration, Article XII, Section 12.1A, Article XIII, Section 13.1A
7. Declaration, Article XII, Section 12.1A, Article XIII, Section 13.7