

Lakeside Condominiums at Willits

Maintenance Responsibility Matrix & Owner Notice

This notice summarizes who is responsible for maintaining, repairing, and replacing key components within Lakeside Condominiums at Willits. It is intended to provide clarity, control costs, and ensure we serve the community efficiently. Responsibilities are assigned by the recorded Condominium Declaration. In any case of uncertainty, the Association will interpret and apply the Declaration.

Insurance note: The Association insures Common Elements to the interior bare walls as initially constructed. Owners must insure interior finishes, cabinets, fixtures, appliances, and personal property within their Units.

Component / Area	Owner / Unit	Association / HOA	Notes / Declaration Reference
Unit interior finishes (paint, drywall finish, flooring, cabinetry, fixtures, appliances)	Responsible	—	Owner maintains Unit and Limited Common Elements serving only that Unit (Sec. 6.1); Association insures only to interior bare walls (Sec. 14.1(a)).
Structural elements and unfinished portions of walls, floors, ceilings (outside finished surfaces)	—	Responsible	These are Common Elements (Sec. 5.1(a)); Association maintains Common Elements (Sec. 6.2).
In-Unit utility lines/equipment serving only one Unit (e.g., water, sewer, gas, electric within Unit)	Responsible	—	Owner responsibility for utilities/equipment serving only their Unit (Sec. 6.1; 4.3).
Exterior doors and windows (including storms)	Responsible	—	Allocated as Limited Common Elements to the Unit (Sec. 5.2(f) and 5.1(d)); owner maintains Limited Common Elements serving only their Unit (Sec. 6.1).

Component / Area	Owner / Unit	Association / HOA	Notes / Declaration Reference
Decks, balconies, porches, patios allocated to a Unit	Responsible	—	Designated Limited Common Elements for exclusive use (Sec. 5.1(d), 5.2(c)-(d)); owner maintains (Sec. 6.1). Snow on upper decks/balconies must be removed within 24 hours by owner; Association may remove and charge back if not (Sec. 6.6).
Roofs and gutters (snow/ice removal as needed)	—	Responsible	Association removes snow/ice from roofs and gutters as necessary (Sec. 6.2).
General grounds, landscaping, trees/shrubs, raw-water irrigation system	—	Responsible	Association provides lawn/grounds/landscaping care and operates raw-water irrigation for Common Elements (Sec. 6.2; 7.7(b),(f)).
Sidewalks, steps, stairs, walkways, drives, parking lots (Common Elements)	—	Responsible	Association maintains and removes snow from these Common Elements (Sec. 6.2).
Parking spaces (including those assigned as Limited Common Elements)	—	Responsible	All parking spaces are maintained exclusively by the Association (Sec. 6.4).
Basement storage rooms allocated to Units	Responsible	—	Designated Limited Common Elements (Sec. 5.2(b)); owner maintains (Sec. 6.1).
Irrigation ditches, lake, water amenities (safety and prohibitions)	—	Responsible (rules/enforcement)	Use restrictions and liability limitations apply; no swimming/boating/tampering, etc. (Art. XIII).
Pets and pet-related obligations	Responsible	Association enforces rules	Owners must comply with pet limits/insurance and any Board rules; enforcement by Association (Sec. 12.4; 7.15).

Component / Area	Owner / Unit	Association / HOA	Notes / Declaration Reference
Noise control: second-floor hard-surface flooring limits	Responsible	Association enforces rules	Owners must maintain carpet/pad in specified second-level areas to limit sound transmission (Sec. 9.6).
Owner-caused damage to Common Elements or other Units	Responsible (costs and liabilities)	—	Owner must reimburse for damage and associated losses/fees (Sec. 6.7).
Access for maintenance and emergency repairs	Provide access when requested	May access Units as needed	Association has right of access for maintenance/emergencies; cost allocations per Sec. 6.5.
Disputes/unspecified items; minimum standards	Comply with standards set by Association	Determines responsibility and standards	Association determines responsibility for items not expressly delineated and may set minimum standards; owners must correct deficiencies (Sec. 6.12).

Reminders

- Owners must obtain all permits and comply with laws and Association rules for any work within their Units or Limited Common Elements (Sec. 6.1).
- No owner may alter Common Elements; changes to Limited Common Elements that affect appearance/structural integrity require Association permission (Sec. 6.1).
- The Association may perform work and assess costs if an owner fails to maintain required areas after notice (Sec. 6.8).

Owner FAQs (Quick Answers)

1. Who removes snow from my private deck or balcony?

Owners of upper-level Units must remove snow/ice from exclusive-use decks/balconies within 24 hours of the last accumulation. If not, the Association may perform removal and charge costs and fines. (Declaration Art. VI §6.6).

2. Does the HOA fix roof or gutter ice issues?

Yes. The Association provides snow and ice removal from roofs and gutters as necessary or advisable. (Art. VI §6.2).

3. Who maintains doors and windows?

Exterior doors and windows (including storms) serving only one Unit are Limited Common Elements allocated to that Unit; Owners are responsible for maintenance and repairs, and changes require Association approval. (Art. V §5.1(d); §5.2(f); Art. VI §6.1).

4. Who is responsible for my parking space?

All parking spaces—whether General or Limited Common Elements—are maintained exclusively by the Association, including striping/markings. (Art. VI §6.4).

5. If the HOA needs to access my Unit, what happens if something is damaged?

The Association may access Units to repair/maintain Common Elements or in emergencies. Damage from Common Element work is a Common Expense; if work relates to a Limited Common Element serving only your Unit, costs are charged to your Unit. (Art. VI §6.5).

6. What if an Owner's negligence causes damage?

The responsible Owner must reimburse the Association for all repair costs and related expenses, including reasonable attorney's fees. (Art. VI §6.7).

7. What happens if I don't maintain my Unit or Limited Common Elements?

After 30 days' notice, the Association may perform the work and assess the costs to you. (Art. VI §6.8).

8. Who handles landscaping in the Common Areas?

The Association maintains lawns, grounds, and landscaping, including watering, trimming, pruning, winter wrapping, and operating the irrigation system. (Art. VI §6.2).

9. Can I alter Limited Common Elements (like changing a balcony surface or windows)?

Not without written permission from the Association; you must also comply with the Design Review Board and applicable laws/permits. (Art. VI §6.1; Art. VIII).

10. How are responsibilities decided if something isn't clearly listed?

The Association determines responsibility for items not expressly delineated, and its determination is conclusive under the Declaration. (Art. VI §6.12).

- **Notes**

This is a convenience summary. In any conflict, the recorded Declaration, Bylaws, and Rules control. References are to the Condominium Declaration for Lakeside Condominiums at Willits (with amendments).