

Park Place Owner Inspections

This information is intended to help the Home Owners Association provide proper maintenance for your town house and to help you identify interior problems. The HOA is responsible for numerous exterior maintenance projects which are defined in the Covenants. Please refer to the Covenants for specifics about the exterior maintenance requirements of the HOA.

The HOA routinely inspects the property to determine future maintenance requirements but there will always be some issues that are missed or concealed. Please submit a written report of any problems in a timely manner to the HOA mailing address or email the property manager. A written report is required so that the HOA can properly track all work orders.

Exterior Items to Inspect

- **Window and door frames** – These can start to show wood rot on the inside portion of the wood frames which is concealed from the outside.
- **Roof and chimney** – This will require that you inspect your attic area for recent signs of water penetration. There are several causes so please try to be specific when you describe your findings.
- **Gutter and downspouts** – These are cleaned out routinely, but please let the HOA know if a gutter is clogged or not functioning properly.

Interior Items to Inspect

- **Plumbing and Hot Water Heaters** – It is important to periodically check the condition of your plumbing and hot water heater. This will require that you inspect the crawl space area where the hot water heater and other main plumbing lines are located.
- **Toilets and showers** – Toilets should be inspected frequently to prevent slow water leaks. Showers need to be properly caulked to prevent water leaks. Toilets should not be used to dispose of unsuitable materials.

Insulation – There is insulation in both the attic and crawl space areas. You should be inspecting to make sure the areas are properly insulated.