

**JPCA MAINTENANCE RESPONSIBILITY LIST: A=Association O=Owner**  
**EXCEPTION: Damage to buildings or common grounds due to actions or**  
**negligence of owners or guests/tenants is owner responsibility.**

Air Conditioner	O	Mailboxes/keys	Post Office
Furnace	O	Patio: <i>Orig.</i> Privacy Fence	A
Chimney:		Concrete:	
Cap	A	Exterior slab repair	A
Flue (Clean, repair Replace)	O	Interior slab repair	O
Roof:		Exterior Entry	A
Flashing	A	Sidewalks	A
Repair/Replace	A	Driveway	A
Pipe boots	A	Patio Pad	A
Skylight:		Garage Floor	O
Repair/Replace	A	Common Area	A
Gable Vents	A	Deck – original structure	A
Gutters	A	Sewer Stoppage:	
Downspouts	A	Interior	O
Exterior Siding:		Exterior	A
Repair/Replace	A	Sump Pump Drainage:	O
Power-wash	O	Water Supply:	
Windows:		Unit Meter	City of FW
Window/glass	O/A	To Meter	City of FW
Screens	O	Meter to inside	O
Exterior Trim	A	Exterior Light Fixtures	
Caulking	O	Rear (Patio or deck)	O/A
Patio Door:		Front	A
Door/glass	O/A	Exterior Front Door:	
Exterior Trim	A	Repair/Replace	O/A
Caulking	O	Paint	O/A
Locks	O	Doorknob/lock	O
Screen	O	Doorbell	O
Pest and Critter Control:		Key Fob Replace	O
Exterior	O	Storm Door	O/A
Interior	O	Garage Door:	
Landscaping:		Repair/Replace	O/A
Shrubs Pruning	A	Paint Door/Exterior	
Shrub Replace	A	Trim	A
Mulching	A	Doors - Other	O/A
Turf Mow	A	Antenna/Sat. dish	O/A
Turf Fertilize	A	Interior damage due to leaks	
Turf Replace	A	Fireplace, etc.	O
Weed Control	A	Personal property damage	
Snow Removal – 2" accum.	A	due to leaks	O
Other Common Grounds	A		
Dryer Vent:			
Inside Wall	O		
Exterior	O		
Vent Pipe or Line	O		
Hose/Spigot	O		

\*O/A - Owner is responsible for these items, but is **required** to first submit an Architectural Review form to ***The Newcomb Group*** for review and approval by the Architectural Committee prior to beginning work

**UPDATED: NOVEMBER 2023**

**\*\*\*Please note that all maintenance items denoted as the responsibility of the Association on this reference page are to be addressed at the Board's discretion.\*\*\***