

**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: Orig. 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 due to leaks	O
Snow Removal – 2” accum.	A		
Other Common Grounds	A		
Dryer Vent:		*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	
Inside Wall	O		
Exterior	O		
Vent Pipe or Line	O		
Hose/Spigot	O		

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.*****