

**HUDSON OAKS TOWNHOMES
11711 MEMORIAL DRIVE
RESPONSIBILITY MATRIX**

Feb. 25, 2017

IF YOU HAVE ANY QUESTIONS REGARDING THE RESPONSIBILITIES REFLECTED ON THIS MATRIX PLEASE REFER TO THE COVENANTS, CONDITIONS & RESTRICTIONS THAT GOVERNS HUDSON OAKS TOWNHOMES HOA SECTION 1A

Description	Association	Homeown
Exterior siding surface: If the home owner is the cause of alternations, damage or changes, the home owner must make the repair. The owner must obtain approval from the Association for the intended	x	
Stucco and Brick exteriors: If home owner is the cause of exterior cracks, repairs must be made by owner and proof of repair must be approved prior to brick work.	x	
Shingle pitched roofs and flat roofs	x	
Windows & Glazing Bars: (A glazing bar is the horizontal or vertical crosspiece that holds a pane of a window in place.)		x
Window Caulking		x
Doors		x
Front landings and Front entry steps/sidewalks: If owner alters, changes, tiles the landings or entries, the maintenance are repair is the responsibility of the owner. All alterations, changes or additions must be approved by HOA	x	
Basic Cable T.V. (Contract with Comcast)	x	
Carport Structure Maintenance	x	
Trash Disposal from centrally located trash bins	x	
Landscaping (inside patios)		x
Landscaping (common areas)	x	
Upkeep inside back patio between house and carport (certain units)		x
Patio Fence between back patios of certain units	x	
Driveways	x	
Sidewalks	x	
Foundations of townhomes	x	
Exterior faucets/hose bibs outside patio fences	x	
Exterior faucets/hose bibs inside individual patio areas (certain units)		x
Chimney system (including fireplace, flues, caps, vents, arrestors,etc)		x
Painting of new front doors, etc. (Association will provide paint formula only)		x
Painting of <i>existing</i> front doors		x
Iron gates, burglary bars, and hardware		
Patio wood gates/wood fencing	x	
Boiler System Maintenance and Repair	x	
Pools - Maintenance and Repair	x	
Sewer lines -common (serving more than one unit)	x	
Sewer lines only feeding one unit		x
Water lines - common (serving more than one unit)	x	
Water lines only feeding one unit		x
Electrical (Circuit Breakers & Switch Panels servicing one unit)		x
Swarming bees or wasps on buildings	x	
Exterior lighting (common area)	x	
Lights controlled from inside townhome (replacements must be approved by HOA)		x
Carpet		x
All interior repairs (except those damages caused by Common Element failure)		x
Air conditioning/heating		x
Exterminating: All pest control is owner responsibility.		x
Mailbox locks		x
Patio covers		
Building structure (all structural beams,studs & rafters)	x	

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Soffit screens (owner must repair if damage caused by owner)	x	
Trees, shrubs, flowers inside patios		x
Insurance: The HOA insurance program (does not cover personal effects or upgrades made to unit) covers all common areas and building structures excluding all interiors in individual units. A copy of the policy is available upon request for complete details of coverage.	x	
Electrical Power for Unit		x
Electrical Power for Common Elements and Building Exteriors	x	
Courtesy Booth at Entrance;	x	
Water and Sewer City of Houston service for Common Elements and individual units	x	
Domestic Trash pickup of primary dumpsters	x	
Construction debris from renovations and discarded furniture (owner must arrange pickup; fees are levied for violations)		x
Vent maintenance and cleaning (plumbing, dryer, chimney, etc servicing only one unit)		x

Owner's should carry insurance on their contents and may want to consult an insurance company representative regarding additional insurance that may be suitable to individual requirements in conformance with the Hudson Oaks Condominium Declaration. Please read all governing Association documents for complete information which typically include:

- Condominium Declaration
- Bylaws
- Resolutions
- Rules and Regulations.

Information provided is deemed reliable and may not be all the services offered by the homeowner's association. Information is not guaranteed and must be independently verified by a prospective buyer.

Note 1: Owners should follow the procedures for emergencies as detailed in the Homeowner Information and Procedures Guide. During the weekday hours of 7:00 AM to 3:30 PM the maintenance staff will be the first response to an emergency. After hours on weekdays and on weekends, the maintenance staff will respond to emergencies if available. If the emergency is determined to be an Owner responsibility, the Owner will be charged a minimum of \$75.00.

Note 2: Owners may request that their patio be power washed. The Owner will be charged \$35.00 for this service.

Note 3: Owners may obtain a hard copy of all Condominium documents for a charge of \$35.00.