



Town Homes at Wood Run

HOMEOWNERS ASSOCIATION

Responsibility Matrix (Spring 2024)

Maintenance Item	Association Responsibility	Homeowner Responsibility
Plumbing		
Exterior Plumbing	From curb box shutoff near street to the outside of basement wall.	Shut off Valves.
Interior Plumbing	None	All
Windows		
Glass, Sash and Screens	None	All
Windows, Frames & Sills	None	All: <u>Variance required before replacement with Board approval of color and style.</u> Note: Refer to sections A, C in "Matrix Addenda" below.
Window Hardware (Hinges, Locks, Cranks and Rotors)	None	All
Broken Seals	None	All
Weather Sealing Between Window and Staining	None	All
Exterior Caulking, Painting and Staining	All	None
Interior Caulking, Painting and Staining	None	All
Doors		
All Exterior Doors (French, Sliding, Front and Bedroom)	None	All: <u>Variance required before replacement with Board approval of color and style.</u> Note: Refer to sections A, C in "Matrix Addenda" below.
Overhead Garage Door	None	All
Replacement of Hinges, Springs, Tracks, Cables	None	All



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Maintenance Item	Association Responsibility	Homeowner Responsibility
All Other Exterior Door	Exterior painting, staining and caulking only.	Door and interior painting and caulking (variance required before replacement of door). Note: Refer to section C in "Matrix Addenda" below.
Storm and Screen	None	All: <u>Variance required before replacement.</u> Note: Refer to section C in "Matrix Addenda" below for approved colors.
Garage Door to Utility Room	None	All
Concrete Floors		
Garage	None	All
Basement	None	All
Walls		
Block Wall Structural Integrity	None	All
Block Wall Waterproofing	None	All
Exterior Siding and Related Trim (Soffits, Drip Edges, etc.)	All	None
Front Porch		
Structural Integrity	All	None
Sewage		
Internal	None	All
External, Laterals from Unit to Interceptor Near Roadway	All, after owner attempts to clear the street interceptor.	Must attempt to clear line(s) to the street interceptor.
Rainwater / Snow Melt / Sumps		
Gutters	All	None
Downspouts	All	None
Grading of Soil Around the Units	All	None
Sump Pumps and Check Valves	None	All



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Damage Due to Ice Damming, Rain, Snow Melt	Reasonable attempt to address root cause not including insurance deductible.	Responsible for insurance deductible and all cost above and beyond insurance.
Garage Floor Drains	None	All
Chimneys and Fireplaces		
Interior components	None	All
Exterior Components		
Cap	All, including caulking	None
Spark Arrestor	All, including caulking	None
Structural Framing	All, including caulking	None
Any and all Natural Gas or Propane Conversions	None	All
Flue Cleaning	None	All
Decks, Patios, Privacy Fences		
Staining / Painting	All. When the building is stained or painted.	Responsible for upkeep between building paintings. Note: Refer to sections B, C in "Matrix Addenda" below.
Structure	All	None
Perimeter Landscaping- Decks and End Units	None	All. Allowed within four feet of structure only. <u>Variance required.</u> Can not impede grounds keeping.
All Owner Installed Improvements	None	All
Vents		
Dryer Vents	None	All
Bathroom Vents	None	All
Kitchen Vents	None	All



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Sewer Vents	None	All
Vacuum Cleaner Vents	None	All
Soffit Vents	All	None
Roof		
Shingles	All	None
Underlayment	All	None
Sheathing	All	None
Roof Vent	All	None
Flashing / Drip Edge	All	None
Skylights		
Plastic /Glass	None	All
Framing / Flashing	Repair of leak only when installed during or existing at time of roof replacement.	All. When installed or any time after roofing replacement.
Common Areas/Other Exterior Features		
Grass	All, except watering.	Watering
Trees	All, trees planted by HOA except watering.	Watering
Shrubs	All, trees planted by HOA except watering.	Watering
Roadway Repaving	All	None
Roadway Sealcoating	All	None
Sidewalks	All	None
Driveway Repaving	All	None
Driveway Sealcoating	None	All
Mailboxes	All	None



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Services and Infrastructure		
Electric	None	Interior
Gas	None	Interior
Water	None	Interior
Mains (Primary, Transformers)	None	None
Secondary Service	Common Areas, Meter Support	
Refuse and Recycling	All routine removal.	All special pickups
Snow Removal	All	None
Insurance		
Structures and Common Areas (Master Fire and Liability)	All, unless caused by negligence or wanton malicious act of owner(s). Owners will be assessed any applicable deductibles.	None, unless caused by negligence or wanton malicious act of owner(s). Owners will be assessed any applicable deductibles.
"Improvements and Betterments" (HO-32)	None	All
Personal Contents, Liability and Umbrella (HO-6)	None	All
Miscellaneous		
Undomesticated Animal, Domesticated (Stray) Animal and Insect (Bees, Mosquitos, Ants, etc.) Removal	None	All
Cable TV (Satellite Dishes, Other Signal Receiving Devices and Wiring)	None	All: <u>Variance required for exterior installations.</u>
Telephone	None	All
Exterior Lighting and Receptacles		
Garage Carriage Lights	All	None



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Garage Flood Light	None	All: <u>Variance required.</u>
Porch Light	None	All: <u>Variance required.</u>
Side Door Light	None	All: <u>Variance required.</u>
Rear Flood Lights (Upper and Lower)	None	All: <u>Variance required.</u>

Matrix Addenda

A. Window Replacement

There are requirements and a process HOA residents must follow when replacing any windows or exterior doors on their townhome. A variance must be submitted to the board detailing the request for replacement, including details of the windows you have selected, including frame color (see section C ("HOA Approved Colors") in the section C below.

The forms and instructions for submitting a variance can be found on the Crofton Perdue website page for our HOA:

<https://www.croftoninc.com/townhomes-woodrun>

To have the variance approved by the Board, your contractor must provide a proof of insurance form naming "TOWNHOMES AT WOOD RUN HOMEOWNERS ASSOCIATION INC." PO BOX 16782 ROCHESTER NY 14616 as the insured and a signed copy of the "Hold Harmless, Indemnification and Insurance" form.

Any water leaks or resulting damage to the interior of your townhome from windows and exterior doors are your responsibility as the homeowner to repair. The HOA has no responsibility for the condition of the windows or exterior doors of the individual units.

Window Frame Color

There are standards that must be followed regarding the exterior trim and window frame color. See section C ("HOA Approved Colors") below.

Exterior Trim

Any exterior wood trim removed and replaced must be repainted by the contractor to match the exterior of your townhome. See section C ("HOA Approved Colors") below.



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B. Decks

Replacement

Decks replacement is based upon the condition of the deck with resident safety the primary concern. An option available at the time your deck is completely replaced is to request the use of composite material deck boards which do not require painting. The difference in cost between the normally provided pressure treated deck boards and the composite boards is charged to the homeowner and paid to the HOA in advance of deck replacement.

When your deck is replaced, the new pressure treated wood is left unpainted for a period of one year so that the wood can completely cure and dry out. This allows the deck stain/paint to adhere much better. The new deck will be painted with two coats of stain/paint of the appropriate color for your building unit.



Following the initial staining/painting, the deck will be re-stained/painted by the HOA when your building unit is repainted. This normally occurs every five to seven years on a rotating basis.

Deck Care

In the years between unit painting, care of your deck is your responsibility. If decks are left in disrepair for extended periods, the wood starts to deteriorate from neglect. In the interest of saving the entire community money from deck damage, the HOA recommends that owners re-stain/paint their deck surfaces as needed or when the paint starts to lose its ability to protect and preserve the deck boards. If the HOA deems that your deck is in need of repainting it will inform you by letter. You may take responsibility for repainting your deck or the HOA can have it completed and assess the cost to you.

See section C (“HOA Approved Colors”) below for the approved deck paint/stain colors.

C. HOA Approved Colors

Siding, Deck and Exterior Trim Paint/Stain Colors				
Sherwin-Williams Color Name**	Color Code	RGB Value	Hex Color Value	Sample
Belvedere Tan	SW 3002	171 / 158 / 144	#AB9E90	
Woodsmoke Gray	SW 3010	161 / 159 / 148	#A19F94	

**Sherwin-Williams paint color information taken from:

<https://www.sherwin-williams.com/en-us/color> (as of April 2024)



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Front Door Paint Colors				
Sherwin-Williams Color Name **	Color Code	RGB Value	Hex Color Value	Sample
French Toast	SW 6069	79 / 52 / 38	#4F3426	
Latte	SW 6108	186 / 161 / 133	#BAA185	
Evergreens	SW 6447	64 / 88 / 64	#405840	
Loyal Blue	SW 6510	1 / 69 / 94	#01455E	
Grizzle Gray	SW 7068	99 / 101 / 98	#636562	

**Sherwin-Williams paint color information taken from:

<https://www.sherwin-williams.com/en-us/color> (as of April 2024)

Window and Storm/Screen Door Colors		
Item	Part	Approved Colors
Window	Exterior Frame	dark bronze, dark brown, black
Window	Internal Dividers	tan, brown
Window	Internal Blinds	tan, brown
Storm/Screen Door	n/a	dark brown, black
Storm/Screen Door	n/a	dark brown, black