

# Rosepark Cottages HOA

## Responsibility Matrix

<u>Description</u>	<u>Homeowner</u>	<u>Association</u>
<b><u>Interior Maintenance</u></b>		
Appliances	X	
Flooring (including sub-floors)	X	
Caulking (bathrooms, kitchens, all interior)	X	
Chimneys / fireplaces	X	
Doorbells (and all components)	X	
Doors / storm doors (approved list on website)	X	
Garbage disposals	X	
Hot water heaters (and all components)	X	
Lighting fixtures	X	
Wall finishings (from sheetrock in)	X	
Smoke and carbon monoxide detectors	X	
Window glass	X	
Window flashing / waterproofing / cleaning	X	
Window frame	X	
Window hardware	X	
Washing machine (and all components)	X	
<b><u>Exterior Maintenance</u></b>		
Roof: decking, flashing, shingles, underlay and vents (repair / replacement)		X
Roof vents (exterior) repair & replacement		X
Vents (interior replacement)	X	
Air Conditioning (all components)	X	
Satellite dishes	X	
Building surfaces (siding, trim, etc.)		X
Doors (including frame & hardware) (approved paint colors on website)	X	
Storm doors (approved list on website)	X	
Sliding doors (glass, frame, hardware, winterizing)	X	
Driveways		X
Fences -common areas		X
Privacy fences		X
Gutters / downspouts (maintenance & cleaning of original installations)		X
Light fixtures - Interior - (including switches in unit)	X	
Light fixtures - exterior (approved fixtures on website)	X	
Screens (exterior windows & doors)	X	
Sidewalks (walkways) & stoops (repair, maintain, replace)	X	
Shrub replacement (with plants approved by Board)	X	
Flowers/plants - (HOA entry garden bed)		X
Exterior hose bibs	X	
Shutters ( replacement if damaged)		X
Patio rooms (all aspects )	X	
Awnings (all aspects)	X	

**Homeowner****Association****Snow Removal**

Roads & driveway snow removal (per contract)		X
Road ice (salting) per contract		X
Driveway ice (salting)	X	
Sidewalks / walkways / steps snow shoveling - per contract		X
Salting sidewalks/walkways/steps (calcium chloride only)	X	

**Pest Control**

Interior infestation / intrusion	X	
Exterior (damaging insect infestation, not critters)		X

**Common Areas**

Landscaping (common area maintenance & improvements)		X
Insurance (as required in ByLaws)		X
Sewer lines (underground)	City of Canandaigua	
Lakeshore Drive sidewalk (repair/replace)	City of Canandaigua	
Lakeshore Drive sidewalk (snow removal)		X
Retainng walls (where applicable)		X
Siding (unless damaged by homeowner)		X
Roofing		X
Split-rail fencing (perimeter)		X
Catch basins		X
House numbers		X
Mailboxes & posts		X

**Patios & Enclosures**

Drains (deck gutters / downspouts) or extensions to original installations	X	
Deck membranes / waterproofing	X	
Bricks, paver blocks or concrete surfaces	X	

**Garages**

Doors	X	
Locks, hardware, remote opener, keypads	X	
Painting	X	
Frame / trim	X	

	<u>Homeowner</u>	<u>Association</u>
<b><u>Utilities / Wiring / Plumbing</u></b>		
Cable TV (interior & exterior wiring)	X	
Satellite TV (interior & exterior wiring/hardware)	X	
Drains (bathtubs, showers, sinks, laundry tubs)	X	
Dryer vents (interior from dryer to roof), including cleaning	X	
Electrical panel / circuit breakers	X	
Electrical switches, sockets, wall plates	X	
Electrical wiring (interior)	X	
Gas lines (underground, exclusively serving one unit)	X	
Plumbing fixtures (toilets, tubs, showers, sinks, faucets, etc.)	X	
Sewer lines (exclusively serving one unit)	X	
Telephone wiring	X	
Sewer line backup (unless affecting more than one unit)	X	
Toilet (fixtures and all components)	X	
Water lines (interior shut-off to main line) & hose bibs	X	
Street lights / poles		X
Electric service into home	X	

<b><u>Landscaping</u></b>		
Front & sides of units - mow, line-trim, edge, prune, mulch		X
Rear of units - mow		X
Foundation beds - replacement plantings	X	
Weed control / fertilization of lawn		X
Trees - common areas: HO requested plantings, watering	X	
Trees - common areas: trimming		X