

TOBEY BROOK CONDOMINIUM ASSOCIATION - MAINTENANCE RESPONSIBILITY MATRIX

Building Maintenance - Page 1

Item	Association	Homeowner
Roofs, Vents & Gutters:		
Shingles & Underlayment	All	
Sheathing	All	
Vents - Ridge, Soffit & Box	All	
Vents - Dryer, Bathroom & kitchen		All - Variance Required
Vents - Furnace, Hot Water		All - Variance Required
Attic Insulation		All
Power Ventilators (Homeowner Added)		All - Variance Required
Gutters & Downspouts - Original Installation		All
Gutters & Downspouts - Repair & Replacements		All
Gutters & Downspouts - Cleaning (Twice per Year)	All	

Chimneys & Fireplaces:		
Exterior Components	All	
Chimney Cap	All	
Structural Framing	All	
Interior Components & Cleaning		All
Gas & Propane Conversions		All - Variance Required

Walls, Siding & Trim:		
Brick Repairs & Repointing	All	
Siding Repairs	All	
Siding Staining	All	
Trim, Soffit, Eaves & Fascia Repairs	All	
Interior Walls		All

Doors:		
All Exterior Door Repairs		All
All Exterior Door Replacements		All - Variance Required
Basement Egress		All
Painting & Caulking of Exterior Surface	All	
Garage Overhead Door Repairs		All
Garage Overhead Door Replacement		All - Variance Required
All Door Hardware, Hinges & Locks		All
Storm Doors & Screens		All
Door Bells, Security Systems		All
House Number Replacements	All	
Weather Stripping		All

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Item	Association	Homeowner
Windows & Skylights:		
Repair of Window Frames & Sills		All
Glass Replacement - Broken & Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Window Replacements		All - Variance Required
Painting & Caulking of Exterior Surfaces	All	
Skylight - Leak Around Roof Flashing	All	
Skylight - Leak Through Unit		All
Skylight - Replace Glass		All
Skylight - Replacement		All - Variance Required
Window Well Maintenance		All
Window Well Covers		All

Concrete Floors, Foundation & Steps:		
Basement Concrete Floor		All
Foundation Block Walls		All
Garage Concrete Floor		All
Garage Concrete Apron		All - Variance Required
Exterior Steps Leading to Unit		All - Variance Required

Porch, Patios, Decks, Courtyards & Privacy Fences:		
Repair & Replacement of Porches		All - Variance Required
Awnings - Deck & Patio - Installation & Maintenance		All - Variance Required
Exterior Painting of Entrance Porches	All	
Patios - All Homeowner Installed Improvements		All - Variance Required
Decks - All Repairs & Maintenance (Including Staining)		All
Decks - Installation & Replacement		All - Variance Required
Decks - Fences & Railings - Repairs & Staining		All
Privacy Fences - (Separating Units) - Repairs & Maintenance	All	
Other Fences - Repairs & Maintenance (Including Invisable Fence)		All - Variance Required
Courtyards, Front - Repairs & Maintenance of Improvements Inside Area		All

Exterior Lighting & Electrical:		
Light Fixtures Installed by Homeowner - Repairs & Replacements		All - Variance Required
Light Fixtures on Buildings - Repairs & Replacements		All - Variance Required
Light Fixtures on Buildings - Bulb Replacement		All
Exterior Receptacles - Repair & Replacement		All
Pole Lights & Security Lights - Repair & Replacement	All	
Pole Lights & Security Lights - Bulb Replacement	All	
Pool Area Lights	All	

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Common Area & Grounds Maintenance - Page 3

Item	Association	Homeowner
Roads, Driveways & Sidewalks:		
Road & Driveway Seal Coating	All	
Road & Driveway Asphalt Repairs & Replacement	All	
Road & Driveway Snow Plowing & Sidewalk Shoveling	All	
Road Salting	All	
Driveway & Sidewalk - Salting/Ice Melt		All
Catch Basins - Repair & Maintenance	Town of Pittsford	
Front Sidewalk - Repairs & Replacement	All	

Lawns, Shrubs, Trees & Flowers:		
Lawns - Mowing, Trimming, Fertilization, Seeding, Etc.	All	
Lawns - Grading & Drainage	All	
Lawn Debris Clean-up	All	
Shrubs - Front & Sides - Planting, Pruning & Replacement	All	
Shrubs - Rear - Planting (Including Mulching)		All - Variance Required
Shrubs - Rear - Homeowner Installed - Pruning & Replacement		All
Trees - Common Areas - Trimming & Replacement	All	
Trees - Restricted Use Areas - Planting, Trimming & Replacement		All - Variance Required
Mulch - Front & Side Beds	All	
Perennials & Annuals - Front & Sides		All
Perennials & Annuals - Rear		All - No Variance Required

Pond, Pool & Cabana:		
Open & Close Pool	All	
Cleaning Restrooms	All	
Clean Pool & Monitor Chemicals	All	

Other Services:		
Rubbish Removal - Weekly Household Collection	All	
Rubbish Removal - Large Items (TV's, Appliances, Construction Debris)		All
Recycling - Weekly Collection	All	
Mailbox Repair & Replacement	All	
Pest & Insect Control - Exterior - Causing Structural Damage	All	
Pest & Insect Control - Interior or Nuisance Pests		All
Hose Bib - Repair & Replacement		All

Insurance:		
Structures - Casualty & Common Area Liability	All	
Personal Contents and Liability		All - (HO6 Policy)
Improvements & Betterments - Upgrades Made By Homeowner	All	All - (HO32 Policy)