

RESPONSIBILITY MATRIX

Maintenance Item	HOA	Owner	Variance Required	Notes/Declarations
WINDOWS				
Glass (including Thermal Panes)		X	X	Article VI, Section 6.01
Window Frames, Sashes, & Sills		X	X	Article VI, Section 6.01
Screens		X	X	Article VI, Section 6.01
Weather Sealing Between N1 Window Frames		X	X	Article VI, Section 6.01
Skylights		X	X	Article VI, Section 6.01
Egress Window		X	X	Article VI, Section 6.01
DOORS				
Exterior Painting (excluding Garage Door)	X			Article VI, Section 6.01
Exterior Painting Trim	X			Article VI, Section 6.01
Structural/Replacement/Maintenance		X	X	Article VI, Section 6.01
Storm Doors		X	X	Appendix B - p.28
CONCRETE FLOORS & SIDEWALKS				
Garage		X		
Basement		X		
Concrete Sidewalks to Steps or Stoop		X	X	Article VI, Section 6.01
Porches and Stoops		X	X	Article VI, Section 6.01
FRONT PORCH AND STEPS				
Structure - Maintain, Repair, Replace		X	X	Article VI, Section 6.01
Snow Removal		X	X	Article VI, Section 6.01
WALLS				
Exterior Siding and Trim	X			
Exterior Brickwork (Stone Veneer)	X			
Party Walls		X	X	Article VIII. Section 8.02

Maintenance Item	HOA	Owner	Variance Required	Notes/Declarations
PLUMBING, HEATING AND COOLING				
Interior Plumbing		X		
Exterior Plumbing	X		X	Article VI. Section 6.01
HVAC Interior and Exterior		X		
EXTERIOR LIGHTING				
Fixtures		X	X	
Bulbs		X	X	
SEWERS				
Internal		X		
Sewer Lateral Clogs		X		
External	X			
RAINWATER/SNOW MELT/SUMP PUMP				
Gutters	X			Article VI. Section 6.01
Downspouts	X			Article VI. Section 6.01
Grading of Soil	X			Article VI. Section 6.01
Sump pump and check valves		X		
DECKS/REAR PATIOS/PRIVACY FENCES				
Staining/Painting of Non-Synthetic Surfaces	X			Article VI. Section 6.01
Synthetic Decking and Fencing		X		Article VI. Section 6.01
Railings		X		Article VI. Section 6.01
ROOF				
Shingles	X			Article VI. Section 6.01
Soffits	X			Article VI. Section 6.01
Roof Vents - Dryer, Bathroom	X			Article VI. Section 6.01
Snow Removal		X		Article VI. Section 6.01

Maintenance Item	HOA	Owner	Variance Required	Notes/Declarations
COMMON AREA MAINTENANCE				
Grass	X			Article VI. Section 6.01
Watering Lawns & Landscaped Shrubs		X		Article VI. Section 6.01
Trees, Shrubs (Builder or Association Installed)	X			Article VI. Section 6.01
Driveways	X			Article VI. Section 6.01
Clubhouse Parking Lot and Entrance Sidewalk	X			Article VI. Section 6.01
Mailboxes	X			Article VI. Section 6.01
Retaining Walls (Builder or Association Installed)	X			Article VI. Section 6.01
SERVICES AND INFRASTRUCTURE				
Electric - Exterior to Meter	X			RG&E
Electric - Meter to Interior		X		
Interior Electric Panel, Wiring, Devices, Fixtures		X		
Street and Bridge Lighting	X			RG&E
Refuse and Recycling	X			Article X. Section 10.04
Snow Removal - Driveways and Clubhouse	X			Article VI. Section 6.01
Snow Plowing Streets				Town of Webster
Pest Control - Common Areas	X			
Pest Control - Homeowner's Property		X		
INSURANCE				
Structure and Common Area - Fire	X			Article IX. Section 9.01
Common Area - Liability	X			Article IX. Section 9.02
Personal - Contents		X		Article IX. Section 9.03
Personal - Liability		X		Article IX. Section 9.03
OTHER				
Fireplace		X		
Internet, TV, Phone		X		
Satellite Dish		X	X	Article X. 10.05, 10.09