

ADDENDUM "A"MAINTENANCE RESPONSIBILITY MATRIX

Maintenance	Association	Homeowner
Plumbing, Heating & Cooling		
Exterior Plumbing	None	All
Hose Bib (Outside Faucet)	None	All
Master Water Meter	All	None
Interior Plumbing	None	All
Heating/Cooling, AC pad, leveling	None	All
Windows		
Glass & Sash	None	All
Replacement	None	All – see Addendum D
Window Frames	None	All
Window Hardware (hinges, locks)	None	All
Exterior Caulking, Painting & Staining	All	None
Window well (Basement)	None	All
Overhead Garage Doors		
Door	None	All
Garage Door Painting	All	None
Hinges, Springs, Tracks, Cables	None	All
Lifting Mechanism	None	All
Exterior Doors		
Front Door Refinishing	None	All
Exterior Painting & Caulking	All	None
Storm & Screen	None	All – see Addendum F
Garage Interior Door	None	All
Entrance door replacement	None	All
All Locks & Door Hardware	None	All
Frames & Trim	None	All
Weather-stripping	None	All
Doorbell	None	All
House Numbers	None	All
Concrete Floors		
Garage	None	All
Front Sidewalk & Stoop	None	All
Basement	None	All
Walls		
Block Wall Structural Integrity- party wall	None	All
Block Wall Waterproofing – basement foundation	None	All
Exterior Siding & Related Trim (Soffits, Drip Edges, etc)	All	None
Steel Basement Columns & Foundation	None	All
Front Porch		
Structural Integrity	None	All

Porch Light: repairs & replacement	None	All
Sewage		
Internal	None	All
Basement Cleanout	None	All
Rainwater/Snowmelt/Sumps		
Gutters	All	None
Downspouts	All	None
Grading of Soil Around Units	All	None
Sump Pumps & Check Valves	None	All
Damage due to Ice Damming, Rain, Snow Melt: Exterior only	None	All
Interior only	None	All
Catch Basin, Laterals, Downspouts	All	None
Vents/Fans		
Dryer Vents	None	All
Bathroom Vents	None	All
Kitchen Vents	None	All
Sewer Roof Vents	None	All
Soffit Vents	All	None
Interior Fan	None	All
Bird nests in vents	All	None
Decks, Railings, Patios, Privacy Fences		
Original	None	All
Additions or modifications made by current or previous homeowners	None	All
Structure, including steps	None	All
All Homeowner Installed Improvements	None	All
Roofs		
Shingles	All	None
Underlayment	All	None
Sheathing	All	None
Roof Vent	All	None
Flashing/Drip Edge	All	None
Snow & Ice Removal	None	All
Skylights		
Exterior Framing/Flashing	None	All
Glass	None	All
Interior Repair	None	All
Common Areas		
Grass	All	None
Trees	All trees planted by HOA (except watering) Replacement at Board discretion	All trees planted by current or previous owner
Shrubs	Front Yard and all planted by HOA in back yards except watering	All landscaping done by current or previous owner, watering & shrubs damaged by pets
Roadways	All	None
Sidewalks	None	All
Driveways	All	None
Mailboxes	None	All

Services & Infrastructure		
Electric	None	All
Refuse & Recycling	All routine removal	All special pick-ups
Snow Removal – Roads & Driveways	All	None
De-icing driveways, stoops & sidewalks	None	All - Note Proper Use: Blacktop: salt or calcium chloride Concrete/Stoop: calcium chloride only
Insurance		
Structures & Common Areas Master Fire & Liability	All – Unless caused by 'Negligence or Wanton Malicious Act of Owners'	None
"Improvements & Betterments" by Homeowner (HO-32)	None	All
Personal Contents, Liability, Umbrella (HO-6)	None	All
Miscellaneous		
Awnings	None	All – See Addendum B
Cable TV	None	All
Telephone	None	All
Satellite Dish	None	All – See Addendum C
Undomesticated Animal (woodchuck, chipmunk) and Unknown (stray) Domesticated Animal Removal	None	All
Building Maintenance Threat (termites, bees, birds, undomesticated animal) which affects the Structural Integrity of the unit or lawn	All	None
Insects – Interior	None	All
Exterior Lighting & Receptacles		
Front Door Lights & Bulbs	None	All
Garage Lights & Bulbs	None	All
Post Lights & Bulbs	All	None
Rear Flood Lights (Upper & Lower)	None	All
Any & All Additional Exterior Lighting installed by Owner (Variance required)	None	All