

Westage at Harts Woods Condominiums

RESPONSIBILITY MATRIX

Legend:	LP = Liquid Propane	Association	Unit Owner	Variance Required
HOA = Home Owner Association	A/C = Air conditioning			
HO = Home Owner	# = Number			
Description	Responsible Party			
Balconies and Patios				
American Flag - one per unit - should be removed at night unless lit			X	
Ownership - HOA (limited common element) HOA repairs concrete, rubber membrane & railings	X			
Personal items - See Rules and Regulations Note: no items to be attached to exterior wood or brick walls Note: HOA is not responsible for damages or theft			X	
Sidewalks - to ground level unit			X	X
Snow removal - must be removed when over 2 inches of snow			X	
Buildings				
A/C - a-coil (inside unit)			X	
A/C - condensor, line sets, fused disconnect, covers (outside unit)			X	X
Balcony - railings, concrete, rubber membrane, vinyl, joists	X			
Cable Service - No roof or wall mounting of equipment			X	
Ceilings - (common element)	X			
Ceilings - (inside unit)			X	
Crawl Space - under 1st floor units (common element)	X			
Doors - exterior entrance & basement (common element)	X			
Doors - exterior sliding glass (to unit)			X	X
Doors - interior hallway & basement (common element)	X			
Doors - interior entrance (to unit)			X	X
Doors - interior (in unit)			X	
Drywall - exterior (common element)	X			
Drywall - interior (inside unit)			X	
Electrical - HOA exterior & interior (common element)	X			
Electrical - HO interior (limited common element)			X	X
Electrical - HO interior (inside unit)			X	
Flooring - (common element)	X			
Flooring - (inside unit)			X	X
Gutters - (common element)	X			
Heating - flue vents (inside unit to common element)			X	X
Heating - (inside unit)			X	
Heating - heat pumps (outside unit - common element)			X	X
Insulation - (inside unit)			X	
Kitchen - cabinets & counters (inside unit)			X	
Lighting - exterior & interior (common element)	X			
Lighting - interior (inside unit)			X	
Mailboxes - repairs & replacements & keys	X			
Painting - exterior (common element)	X			
Painting - interior (common element)	X			
Painting - interior (inside unit)			X	
Plumbing - exterior & interior (common element)	X			
Plumbing - interior (inside unit)			X	
Plumbing - interior (outside unit - limited common element)			X	X
Roofs - (common element)	X			

Skylights - (limited common element)		X	X
Sewer lines - lines supplying service to more than one unit, in crawl spaces, attics, & in unit furnace rooms	X		
Sewer lines - interior (inside unit)		X	
Walls - exterior & interior (common element)	X		
Walls - interior, load bearing (inside unit)		X	X
Walls - interior, non-load bearing (inside unit)		X	
Washer & dryers - See Rules and Regulations			
Water lines - lines supplying service to more than one unit, in crawl spaces, attics, & in unit furnace rooms	X		
Water lines - interior (inside unit)		X	
Windows - exterior, entrance & basement (common element)	X		
Windows - exterior, including metal trim (to unit)		X	X
Windows - exterior, washing, HO not to use ladders		X	
Caged Storage Lockers			
Ownership of lockers - HOA (common element)	X		
Assignment of lockers - to HO (limited common element) Note: no storage of gas power tools, gas cans, no 20 pound LP tanks, no personal items outside of caged storage unit Note: one locker per HO - cage to be labeled by unit # Note: HOA is not responsible for damages or theft of personal items		X	X
Cleaning of caged storage lockers		X	
Hallways			
Fire Extinguishers	X		
Smoke Detectors	X		
Co2 detectors	X		
Heaters	X		
Personal items - must not block any stairway. Must keep 36 inch egress to allow ambulance gurneys access Note: No personal items in common element entryways, hallways Note: no welcome mats or boot mats allowed in hallways Note: HOA is not responsible for damages or theft		X	
Handicap Access/ADA Compliancy			
Hallways - not ADA compliant	N/A		
Parking - "reserved" parking, per unit # Assigned with valid handicap permit only Note: HOA does not have NYS handicap parking on premise		X	X
Stairways - not ADA compliant	N/A		
Unit entrances - not ADA compliant	N/A		
Insurance			
Common element - all (includes limited common elements) umbrella, directors & officers, master policy & package	X		
Individual units - all (includes common & limited common element) Examples: personal items in caged storage unit or balcony		X	
Deductible - (common element/limited common element/inside unit) for losses that occur to, or have been caused by areas that are required to be maintained by the HOA Examples: common element water or sewer lines	X		
Deductible - (inside unit) for losses that occur to, or have been caused by areas that are required to be maintained by the unit owners and/or their negligence		X	X

Examples: washer/toilet/shower/sink/waterbed/not clearing balcony			
Deductible - (inside/outside unit) for losses that occur to, or have been caused by an act of God or nature that are required to be maintained by the unit owners Examples: bird breaking a window, ice hitting AC condenser		X	X
Note: The HOA does not insure homeowners personal property in common or limited common elements.	N/A		
Landscaping			
Flowers - (common element) - the HOA and landscaper are not responsible for any damaged, over spraying and accidental removal to any flowers installed by HO		X	X
Grass cutting - weekly (weather permitting)	X		
Mulch - (common element) - to be installed by landscaper Note: HO is not to install any mulch	X		
Personal Items - (common element) garden hoses, decorative flags, pin wheels, wind chimes, solar lights Note: HOA is not responsible for damages or theft		X	X
Pruning - shrubs and trees	X		
Shrubbery or other plantings - installed by Developer or at the direction of the HOA	X		
Shrubbery or other plantings - (excluding flowers)	X		
Tree, stump & shrub removal - HOA owned	X		
Trimming & weeding - all foundation beds & around trees	X		
Tree & shrub - installation & replacement (HOA owned only)	X		
Watering - HOA owned plantings	Nature		
Watering - HO owned flowers		X	
Laundry Rooms			
Washers & dryers -	X		
Laundry sinks -	X		
Hot water tanks -	X		
Boilers systems -	X		
Cleaning of laundry room -	X		
Pets			
Guidelines - See rules and regulations		X	
Restrictions - homeowners and tenants are allowed 1 dog or 2 cats		X	
Pool			
Homeowners - guest privileges		X	
Tenants - guest privileges		X	
Repairs and Maintenance			
Extermination/spraying - for insects, spiders, bees, ants, rodents, animals etc. in common area trees and grounds as approved by Board of Directors	X		
Extermination/spraying - for insects, spiders, bees, ants, rodents, animals etc. (inside unit)		X	
Roadways & Parking Lots			
Fire Lanes - homeowners are not to park on Great Wood Court and High Gate Trail roads. Note: no parking or driving on lawns Note: no washing of motor vehicles & boats Note: no roller blades/skates or boards in roads, lots, sidewalks	N/A		
Sealing, repairs & replacements -	X		

Signage			
For Sale Sign - one allowed in window (inside unit)		X	
Open House Sign - one allowed on (common element)		X	
Note: open house sign must be removed at end of day Note: rent/lease/garage sale/household sale signs are not allowed			
Smoking			
Interior of owner units - allowed		X	
Interior common elements & limited common elements - not allowed (laundry room, hallways, basement, storage units)	X		
Exterior common elements & limited common elements - allowed (balcony, parking lot, road, sidewalk)		X	
Pool Area - not allowed (within gated area)	X		
Note: this includes cigarettes, cigars, pipes & electronic devices	X		
Snow Removal			
Plowing - roads & parking lots	X		
Salting - roads & parking lots	X		
Salting - sidewalks (common element)	X		
Salting - front entrances (common element)	X		
Salting - sidewalks/front building entrances - HO has option to add additional salt to these areas - salt is provided at building entrances		X	
Shoveling - sidewalks - (common element)	X		
Shoveling - balconies - (limited common element)		X	
Taxes			
Common Element -	X		
Individual Unit -		X	
Trash Rooms			
Refuse totes -	X		
Recycle totes -	X		
Cleaning of totes -	X		
Cleaning of trash room -	X		
Personal items - HO responsibly for dispose of items such as printers, couches, chairs, old kitchen cabinets, carpeting, dressers, wood flooring, toys, bikes, lamps, mattresses, drywall, fans, sinks, toilets, bathtubs, gas grills, insulation, TV's, computers, etc.		X	
Shoveling - balconies - (limited common element)		X	
Taxes			
Common Element -	X		
Individual Unit -		X	
Trash Rooms			
Refuse totes -	X		
Recycle totes -	X		
Cleaning of totes -	X		
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