

**Westage at Harts Woods Condominiums**

**RESPONSIBILITY MATRIX**

<b>Legend:</b> HOA = Home Owner Association HO = Home Owner	LP = Liquid Propane A/C = Air conditioning # = Number	<b>Association</b>	<b>Unit Owner</b>	<b>Variance Required</b>
<b>Description</b>		<b>Responsible Party</b>		
<b>Balconies and Patios</b>				
American Flag - one per unit - should be removed at night unless lit			X	
<b>Ownership</b> - HOA (limited common element) HOA repairs concrete, rubber membrane & railings		X		
<b>Personal items</b> -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	
<b>Sidewalks</b> - to ground level unit			X	X
<b>Snow removal</b> - must be removed when over 2 inches of snow			X	
<b>Buildings</b>				
A/C - a-coil (inside unit)			X	
A/C - condensor, line sets, fused disconnect, covers (outside unit)			X	X
<b>Balcony</b> - railings, concrete, rubber membrane, vinyl, joists	X			
<b>Cable Service</b> - No roof or wall mounting of equipment			X	
<b>Ceilings</b> - (common element)	X			
Ceilings - (inside unit)			X	
<b>Crawl Space</b> - under 1st floor units (common element)	X			
<b>Doors</b> - 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	
<b>Drywall</b> - exterior (common element)		X		
Drywall - interior (inside unit)			X	
<b>Electrical</b> - HOA exterior & interior (common element)	X			
<b>Electrical</b> - HO interior (limited common element)		X	X	
<b>Electrical</b> - HO interior (inside unit)		X		
<b>Flooring</b> - (common element)		X		
<b>Flooring</b> - (inside unit)			X	X
<b>Gutters</b> - (common element)	X			
<b>Heating</b> - flue vents (inside unit to common element)			X	X
<b>Heating</b> - (inside unit)			X	
<b>Heating</b> - heat pumps (outside unit - common element)			X	X
<b>Insulation</b> - (inside unit)			X	
<b>Kitchen</b> - cabinets & counters (inside unit)			X	
<b>Lighting</b> - exterior & interior (common element)	X			
<b>Lighting</b> - interior (inside unit)			X	
<b>Mailboxes</b> - repairs & replacements & keys	X			
<b>Painting</b> - exterior (common element)	X			
<b>Painting</b> - interior (common element)	X			
<b>Painting</b> - interior (inside unit)			X	
<b>Plumbing</b> - exterior & interior (common element)		X		
<b>Plumbing</b> - interior (inside unit)			X	
<b>Plumbing</b> - interior (outside unit - limited common element)			X	X
<b>Roofs</b> - (common element)	X			

<b>Skylights</b> - (limited common element)		X	X
<b>Sewer lines</b> - lines supplying service to more than one unit, in crawl spaces, attics, & in unit furnace rooms	X		
<b>Sewer lines</b> - interior (inside unit)		X	
<b>Walls</b> - exterior & interior (common element)	X		
<b>Walls</b> - interior, load bearing (inside unit)		X	X
<b>Walls</b> - interior, non-load bearing (inside unit)		X	
<b>Washer &amp; dryers</b> - See Rules and Regulations			
<b>Water lines</b> - lines supplying service to more than one unit, in crawl spaces, attics, & in unit furnace rooms	X		
<b>Water lines</b> - interior (inside unit)		X	
<b>Windows</b> - exterior, entrance & basement (common element)	X		
<b>Windows</b> - exterior, including metal trim (to unit)		X	X
<b>Windows</b> - exterior, washing, HO not to use ladders		X	
<b>Caged Storage Lockers</b>			
<b>Ownership</b> of lockers - HOA (common element)	X		
<b>Assignment</b> 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
<b>Cleaning of caged storage lockers</b>		X	
<b>Hallways</b>			
<b>Fire Extinguishers</b>	X		
<b>Smoke Detectors</b>	X		
<b>CO2 detectors</b>	X		
<b>Heaters</b>	X		
<b>Personal items</b> - 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	
<b>Handicap Access/ADA Compliancy</b>			
<b>Hallways</b> - not ADA compliant	N/A		
<b>Parking</b> - "reserved" parking, per unit # Assigned with valid handicap permit only Note: HOA does not have NYS handicap parking on premise		X	X
<b>Stairways</b> - not ADA compliant	N/A		
<b>Unit entrances</b> - not ADA compliant	N/A		
<b>Insurance</b>			
<b>Common element</b> - all (includes limited common elements) umbrella, directors & officers, master policy & package	X		
<b>Individual units</b> - all (includes common & limited common element) Examples: personal items in caged storage unit or balcony		X	
<b>Deductible</b> - (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		
<b>Deductible</b> - (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			
<b>Deductible</b> - (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		X	X
Examples: bird breaking a window, ice hitting AC condenser			
Note: The HOA does not insure homeowners personal property in common or limited common elements.	N/A		
<b>Landscaping</b>			
<b>Flowers</b> - (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
<b>Grass cutting</b> - weekly (weather permitting)	X		
<b>Mulch</b> - (common element) - to be installed by landscaper	X		
Note: HO is not to install any mulch			
<b>Personal Items</b> - (common element) garden hoses, decorative flags, pin wheels, wind chimes, solar lights		X	X
Note: HOA is not responsible for damages or theft			
<b>Pruning</b> - shrubs and trees	X		
<b>Shrubbery or other plantings</b> - installed by Developer or at the direction of the HOA	X		
<b>Shrubbery or other plantings</b> - (excluding flowers)	X		
<b>Tree, stump &amp; shrub removal</b> - HOA owned	X		
<b>Trimming &amp; weeding</b> - all foundation beds & around trees	X		
<b>Tree &amp; shrub</b> - installation & replacement (HOA owned only)	X		
<b>Watering</b> - HOA owned plantings	Nature		
<b>Watering</b> - HO owned flowers		X	
<b>Laundry Rooms</b>			
<b>Washers &amp; dryers</b> -	X		
<b>Laundry sinks</b> -	X		
<b>Hot water tanks</b> -	X		
<b>Boilers systems</b> -	X		
<b>Cleaning of laundry room</b> -	X		
<b>Pets</b>			
<b>Guidelines</b> - See rules and regulations		X	
<b>Restrictions</b> - homeowners and tenants are allowed 1 dog or 2 cats		X	
<b>Pool</b>			
<b>Homeowners</b> - guest privileges		X	
<b>Tenants</b> - guest privileges		X	
<b>Repairs and Maintenance</b>			
<b>Extermination/spraying</b> - for insects, spiders, bees, ants, rodents, animals etc. in common area trees and grounds as approved by Board of Directors	X		
<b>Extermination/spraying</b> - for insects, spiders, bees, ants, rodents, animals etc. (inside unit)		X	
<b>Roadways &amp; Parking Lots</b>			
<b>Fire Lanes</b> - homeowners are not to park on Great Wood Court and High Gate Trail roads.	N/A		
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			
<b>Sealing, repairs &amp; replacements</b> -	X		

<b>Signage</b>			
<b>For Sale Sign</b> - one allowed in window (inside unit)		X	
<b>Open House Sign</b> - 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			
<b>Smoking</b>			
<b>Interior of owner units</b> - allowed		X	
<b>Interior common elements &amp; limited common elements</b> - not allowed (laundry room, hallways, basement, storage units)	X		
<b>Exterior common elements &amp; limited common elements</b> - allowed (balcony, parking lot, road, sidewalk)		X	
<b>Pool Area</b> - not allowed (within gated area)	X		
Note: this includes cigarettes, cigars, pipes & electronic devices	X		
<b>Snow Removal</b>			
<b>Plowing</b> - roads & parking lots	X		
<b>Salting</b> - roads & parking lots	X		
<b>Salting</b> - sidewalks (common element)	X		
<b>Salting</b> - front entrances (common element)	X		
<b>Salting</b> - sidewalks/front building entrances - HO has option to add additional salt to these areas - salt is provided at building entrances		X	
<b>Shoveling</b> - sidewalks - (common element)	X		
<b>Shoveling</b> - balconies - (limited common element)		X	
<b>Taxes</b>			
<b>Common Element</b> -	X		
<b>Individual Unit</b> -		X	
<b>Trash Rooms</b>			
<b>Refuse totes</b> -	X		
<b>Recycle totes</b> -	X		
<b>Cleaning of totes</b> -	X		
<b>Cleaning of trash room</b> -	X		
<b>Personal items</b> - HO responsible 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	
<b>Shoveling</b> - balconies - (limited common element)		X	
<b>Taxes</b>			
<b>Common Element</b> -	X		
<b>Individual Unit</b> -		X	
<b>Trash Rooms</b>			
<b>Refuse totes</b> -	X		
<b>Recycle totes</b> -	X		
<b>Cleaning of totes</b> -	X		
<b>Cleaning of trash room</b> -	X		
<b>Personal items</b> - HO responsible 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	