VALLEY CREEK CONDOMINIUM - 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	
Roof Heat Tapes - Repair & Replace	All	
Vents - Furnace, Hot Water		All - Variance Required
Attic Insulation		All - Variance Required
Bathroom Fans - Repair & Replace		All
Gutters & Downspouts - Repair & Replacement	All	
Gutters & Downspouts - Cleaning	All	
Walls, Siding & Trim:		
Siding Repairs	All	
Siding Painting	All	
Trim & Soffit - Repairs & Painting	All	
Interior Walls - Repairs & Painting		All
Doors:		
Entrance Door - Repairs, Hardware, Hinges, Locks		All
Entrance Door - Replacement		All - Variance Required
Entrance Door - Painting Of Exterior Surface	All	
Entrance Door - Weather Stripping		All
Door Bells, Security Systems		All
Storm Doors & Screens - Repair & Replacement		All
Garage Overhead Door - Repair & Replacement	All	
Garage Overhead Door - Repair - Springs, Tracks & Hardware	All	
Garage Overhead Door - Opener		All
Garage Man Door - Repair & Replacement	All	
House Numbers - Replacement	All	
Windows:		
Repair of Window Frames & Sills	All	
Glass Replacement - Broken & Fogged		All
Window Hardware & Screens - Repair & Replacement		All
Window Replacement		All - Variance Required
Window Wells	All	
Window Well Covers		All

VALLEY CREEK CONDOMINIUM - MAINTENANCE RESPONSIBILITY MATRIX

Building Maintenance - Page 2

Item	Association	Homeowner
Plumbing, Heating & Cooling:		
Water & Sewer Mains	All	
Interior Plumbing - Water & Sewer Lines		All
Heating/Cooling, AC Pad & Leveling		All
Hose Bib (Exterior Faucet)	All	
Sump Pump	All	
Concrete Floors, Stoops & Foundation:		
Foundation Block Walls	All	
Sump Pump - Repair & Replacement	All	
Concrete Stoop	All	
Garage Concrete Floor	All	
Garage Concrete Apron	All	
Decks:		
Deck - Installation	All	
Deck - Repair & Replacement	All	
Deck - Staining	All	
Exterior Lighting & Electrical:		
Light Fixtures Installed by Homeowner - Repair & Replacement		All - Variance Required
Light Fixtures on Porches - Repair & Replacement	All	
Light Fixtures on Porches - Bulb Replacement		All
Light Fixtures on Garages - Repair & Replacement	All	
Light Fixtures on Garages - Bulb Replacement	All	
Exterior Receptacles - Repair & Replacement	All	
Pole Lights & Security Lights - Repair & Replacement	All	
Pole Lights & Security Lights - Bulb Replacement	All	

Other Services & Insurance

Rubbish Removal - Weekly Household Collection	All Except Toters	Take Toters In & Out
Rubbish Removal - Large Items (Furniture, Appliances, Etc.)		All
Recycling - Weekly Collection	All Except Toters	Take Toters In & Out
Pest & Insect Control	Exterior	Interior
Mailbox - Repair & Replacement	All	
Cable, Satellite & Telephone Service		All - (Contact Service Provider)
Insurance - HOA Policy - Fire, Casualty & Liability	All - (Call Crofton)	
Insurance - Personal Contents & Liability		All - HO6 (Contact Your Agent)
Insurance - Interior Improvements & Betterments		All - HO32 (Contact Your Agent)

VALLEY CREEK CONDOMINIUM - MAINTENANCE RESPONSIBILITY MATRIX

Common Area & Grounds Maintenance - Page 3

Item	Association	Homeowner
Roads, Parking Areas & Sidewalks:		
Road & Parking Areas - Seal Coating	All	
Road & Parking Areas - Repair & Replacement	All	
Road & Parking Areas - Snow Plowing	All	
Road & Parking Areas - Salting	All	
Catch Basins - Repair & Maintenance	All	
Sidewalk - Shoveling & Salting	All	
Sidewalk - Repair & Replacement	All	
Lawns, Shrubs, Trees & Flowers:		
Lawns - Mowing, Trimming, Fertilization, Seeding, Etc.	All	
Lawns - Grading & Drainage	All	
Shrubs - Planting, Pruning & Replacement	All	
Shrubs - Planted By Homeowner		All - Variance Required
Trees - Common Areas - Trimming & Replacement	All	
Mulch - Every Other Year	All	
Perennials & Annuals - Installed By Homeowner		All - Variance Required

Revised - 05/11/26