

**SUMNOL HOMEOWNER'S ASSOCIATION - MAINTENANCE RESPONSIBILITY MATRIX**

**Building Maintenance - Page 1**

Item	Association	Homeowner
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<b>Roofs, Vents &amp; Gutters:</b>		
Shingles & Underlayment	All	
Sheathing	All	
Vents - Ridge, Soffit & Box	All	
Vents - Dryer, Bathroom & kitchen	All	
Vents - Furnace, Hot Water	All	
Attic Insulation		All
Power Ventilators (Homeowner Added)		All - Variance Required
Gutters & Downspouts - Repair & Replacement	All	
Gutters & Downspouts - Cleaning	All	

<b>Chimneys &amp; Fireplaces:</b>		
Exterior Components	All	
Chimney Cap	All	
Interior Components & Cleaning		All
Gas & Propane Conversions		All - Variance Required

<b>Walls, Siding &amp; Trim:</b>		
Siding Repairs	All	
Siding Staining	All	
Trim & Soffit Repair	All	
Interior Walls		All

<b>Doors:</b>		
All Exterior Door Repairs		All
All Exterior Door Replacement		All
Sliding Glass Doors		All
Step Under Sliding Glass Door		All
Painting & Caulking of Exterior Surface	All	
Garage Overhead Door - Door Replacement	All	
Garage Overhead Door - Repair - Springs, Tracks & Hardware		All
Garage Overhead Door - Opener		All
Garage Pedestrian Door - Replacement	All	
All Door Hardware, Hinges & Locks		All
Storm Doors & Screens		All
Door Bells, Security Systems		All
House Number Replacement	All	
Weather Stripping		All

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**Building Maintenance - Page 2**

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<b>Windows &amp; Skylights:</b>		
Repair of Window Frames & Sills		All
Glass Replacement - Broken & Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Window Replacement		All
Window Wells	All	
Window Well Covers		All
Skylight - Leak Around Roof Flashing	All	
Skylight - Leak Through Unit		All
Skylight - Replace Glass		All
Skylight - Replacement		All - Variance Required

<b>Concrete Floors &amp; Foundation:</b>		
Basement Waterproofing		All
Basement Concrete Floor		All
Front Concrete Stoop	All	
Foundation Block Walls		All
Sump Pump		All
Garage Concrete Floor		All
Garage Concrete Apron		All - Variance Required

<b>Patios, Decks &amp; Privacy Fences:</b>		
Deck, Patio - Installation		All - Variance Required
Deck, Patio - Maintenance		All
Balcony Repair & Replacement	All	
Awnings		All - Variance Required
Privacy Fences - (Separating Units) - Repair & Maintenance	All	
All Other Fences - Repair & Maintenance		All - Variance Required
Enclosed Fences (201-216 SED) - Repair & Replacement	All	

<b>Exterior Lighting &amp; Electrical:</b>		
Light Fixtures Installed by Homeowner - Repair & Replacement		All - Variance Required
Light Fixtures on Buildings - Repair & Replacement		All - Variance Required
Light Fixtures on Buildings - Bulb Replacement		All
Underground wire from transformer to meter		All
Exterior Receptacles - Repair & Replacement		All
Pole Lights & Security Lights - Repair & Replacement	All	
Pole Lights & Security Lights - Bulb Replacement	All	

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**Common Area & Grounds Maintenance - Page 3**

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<b>Roads, Driveways &amp; Sidewalks:</b>		
Wycliff & Driveway - Seal Coating	All	
Wycliff & Driveway - Repair & Replacement	All	
Wycliff & Driveway - Snow Plowing	All	
Wycliff - Salting	All	
South Estates Drive - Town Road	N/A	N/A
Driveway - Salting		All
Catch Basins - Repair & Maintenance	All	
Sidewalk - Shoveling & Salting	Shoveling	Salting
Sidewalk - Repair & Replacement	All	

<b>Lawns, Shrubs, Trees &amp; Flowers:</b>		
Lawns - Mowing, Trimming, Fertilization, Seeding, Etc.	All	
Lawns - Grading & Drainage	All	
Shrubs - Front & Sides - Planting, Pruning & Replacement	All	
Shrubs - Rear - Planting		All - Variance Required
Shrubs - Rear - Pruning & Replacement		All
Trees - Common Areas - Trimming & Replacement	All	
Mulch	Front & Side Beds	Rear Beds
Perennials & Annuals - Front, Sides & Rear		All

<b>Other Services &amp; Insurance</b>		
Rubbish Removal - Weekly Household Collection	All	
Rubbish Removal - Large Items (Furniture, Appliances, Etc.)		All
Recycling - Weekly Collection	All	
Pest & Insect Control	Exterior	Interior
Mailbox - Repair & Replacement	All	
Mailbox - Locks		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)