

## The Estate Homeowner's Association Responsibility Matrix

Maintenance Item	Association's Responsibility	Homeowner's Responsibility
<b>Chimneys &amp; Fireplaces:</b>		
Chimney Cap	All	
Structural Framing	All	
Exterior Components - Surface Maintenance	All	
Natural Gas/Propane Conversions		All - Variance Required
Interior Components & Cleaning		All
<b>Walls, Siding &amp; Trim:</b>		
Structural Integrity of Exterior Block Walls	All	
Exterior Block Walls	All	
Inside Surface Maintenance of Exterior Walls		All
Outside Surface Maintenance of Exterior Walls	All	
Brick Repairs & Repointing	All	
Siding Repairs	All	
Siding Staining	All	
Fascia, Trim & Soffit Repairs	All	
Interior Walls		All
Party Walls		All
Wall Foundations	All	
<b>Windows &amp; Skylights:</b>		
Repair of Window Casement & Sills	All	
Glass Replacement - Broken or Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Weather Sealing Between Windows & Frames		All
Window Replacements	All - Variance	
Painting & Caulking of Exterior Surfaces	All	
Skylight Leak Through Unit	All	
Skylight - Replace Glass		All
Skylight Replacement - Optional		All - Variance
Skylight Replacement - Necessary	All - Variance	
Skylight Leak Around Roof Flashing	All	
<b>Doors:</b>		
Exterior Door Repairs		All
Exterior Door Replacements		All - Variance
Painting & Caulking of Exterior Surface	All	
Garage Overhead Doors Weather Stripping	All	
Garage Overhead Door Replacement	All - Variance	
Door Hardware, Hinges & Locks		All
Garage Door - Lifting Mechanism		All
Storm Doors & Screens		All - Variance
Sliding Glass Doors & Sliding Screen Doors		All - Variance
Door Bells, Security Systems		All
House Number Replacements	All	
Weather Stripping		All

Maintenance Item	Association's Responsibility	Homeowner's Responsibility
<b>Exterior Lighting &amp; Electrical:</b>		
Bulb Replacement- Light Fixtures on Buildings		All
Exterior Lights - Courtyard		All - Variance
Light Fixtures on Buildings - Replacements		All - Variance
Light Fixtures on Buildings - Repairs	All	
Exterior Receptacle- Repair	All	
Exterior Receptacles - Replacement		All - Variance
Pole Lights & Security Lights- Repair & Replacement	All	
Pole Lights & Security Lights - Bulb Replacement	All	
<b>Roofs, Vents &amp; Gutters:</b>		
Shingles & Underlayment	All	
Sheathing	All	
Flashing/Drip Edge	All	
Skylights/Solar Tube installed by Homeowner		All - Variance
Roof De-Icer Cable		All - Variance
Vents - Ridge, Soffit & Box	All	
Vents - Dryer, Bathroom & Kitchen		All - Variance
Vents - Furnace, Hot Water		All - Variance
Roof Vents (But not motor fans)	All	
Attic Insulation		All
Power Ventilators (Homeowner Added)		All - Variance
Gutters & Downspouts - Repairs & Replacements	All	
Gutters & Downspouts - Cleaning	All	
Gutter Shields		All - Variance
<b>Concrete Floors, Foundation &amp; Steps</b>		
Basement Concrete Floor		All
Foundation Block Walls	All	
Garage Concrete Floor		All
Exterior Steps Leading to Unit	All	
<b>Porch, Patios, Decks, Courtyards &amp; Fences</b>		
Repair & Replacement of Porches, Patio Areas		All - Variance
Exterior Painting of Porches, Patios	All	
Patios - All Homeowner Installed Improvements		All - Variance
Decks - All Repairs & Maintenance (Including Staining/Painting)		All - Variance
Decks - Installation & Replacement		All - Variance
Courtyards - Repairs & Maintenance of Improvements Inside Area		All
Courtyards - Original Structure		All
Courtyard Walkways - Inside		All
Courtyards Walkways - Outside	All	
Staining/Painting Exterior Walls	All	
Fencing: All Owner Installed Improvements		All - Variance
Structure of Fence		All - Variance
Awnings		All - Variance
<b>Roads, Driveways &amp; Sidewalks</b>		
Road & Driveway Seal Coating	All	
Road & Driveway Asphalt Repairs & Replacement	All	
Road & Driveway Snow Plowing & Sidewalk Shovelling	All	
Road Salting	All	
Catch Basin - Repairs & Maintenance	All	

<b>Maintenance Item</b>	<b>Association's Responsibility</b>	<b>Homeowner's Responsibility</b>
Sidewalk Repairs & Replacement	All	
<b>Other Services &amp; Miscellaneous</b>		
Dish or Direct Television		All - Variance
Rubbish Removal - Weekly Household Collection	All	
Rubbish Removal - Large Items (Appliances, Furniture)		All
Recycling - Weekly Collection	All	
Mailbox Repair & Replacement	All	
Exterminating & Pest Removal - Exterior	All	
Exterminating & Pest Removal - Interior		All
Intrusion of Insects/ Undomesticated Animals Interior		All
Exterior Faucet - Repairs & Replacement		All
Exterior Plumbing (curb stop to unit meter)	All	
Heating & Cooling		All
Interior Plumbing		All
Grading of Soil Around Units	All	
Sump Pump		All
Telephone		All
<b>Electric and Gas</b>		
Mains	All	
Secondary Service (Transformer to House)	All	
<b>Insurance</b>		
Structures & Common Areas Liability, Fire & Umbrella	All	
Personal Contents, Liability & Umbrella		All

## LANDSCAPE RESPONSIBILITY SUMMARY

- HOA Responsibility
  - All lawns
  - Front landscape plantings
  - Street-facing landscape plantings
  - All trees
    - Excluding woods and forever wild unless a safety issue to a home
    - Side/rear trees planted under variance – HOA currently will maintain but the board has discretion to prospectively change this policy in the future
  - Berms and buffer areas
  - All pea gravel in original areas (excluding under and at deck edges)
- Owner Responsibility
  - Side and rear foundation plantings and beds
  - Side and rear and stone (excluding original pea gravel areas noted above for HOA responsibility), mulch, or planted ground cover
  - Decks, patios, porches and courtyards
  - Trees Overhanging Decks/Patios - removals of healthy trees and pruning simply for aesthetics/leaf dropping are owner responsibility
- Board existing policy regarding pea gravel removal and owner-paid shrubs
  - If Owner pays cost of removing foundation pea gravel and installing mulch in front and street-facing shrub beds, Board will thereafter maintain the mulch
  - “Pea Gravel” does not include Owner installed “landscape style” gravel/rocks
  - If an owner, subject to a variance, desires to pay for replacement plantings in the front and street-facing sides of a home, the HOA will thereafter maintain the plantings

NOTE: NO CHANGES TO PERMANENT LANDSCAPING, GROUND COVER OR PLANTING (INCLUDING FRONT, STREET-FACING, AND REAR) MAY BE MADE WITHOUT A VARIANCE PRE-APPROVED BY THE BOARD.

Each owner has received a letter regarding the responsibility for the owner’s respective unit. Copies are available upon request.

Areas for which owners have maintenance responsibility must be kept weeded and trimmed. Please remember that in many cases our neighbors’ homes may look toward the sides and rear of our own, so your responsibility to keep your space tidy directly affects their enjoyment of their own units. If you need assistance with your maintenance responsibilities, Crofton Perdue can provide contact information for landscape contractors.