

SOUTHERN HILLS HOMEOWNER'S ASSOCIATION - 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 - Variance Required
Vents - Furnace, Hot Water		All - Variance Required
Attic Insulation		All
Power Ventilators (Homeowner Added)		All - Variance Required
Gutters & Downspouts - Repair & Replacement	All	
Gutters & Downspouts - Cleaning	All	
Chimneys & Fireplaces:		
Exterior Components	All	
Chimney Cap	All	
Interior Components & Cleaning		All
Gas & Propane Conversions		All - Variance Required
Walls, Siding & Trim:		
Brick Repairs & Repointing	All	
Siding Repairs	All	
Trim & Soffit Repair/Painting	All	
Interior Walls		All
Doors:		
Sliding Glass Door - Replacement & Repairs		All
Entrance Door Repairs		All
Entrance Door Replacement	All	
Painting & Caulking of Exterior Door Surfaces	All	
Garage Overhead Door - Replacement	All	
Garage Overhead Door - Repairs - Springs, Tracks & Hardware		All
Garage Overhead Door - Opener		All
Door Hardware, Hinges & Locks		All
Storm Doors & Screens		All
Security Systems (Installed by Homeowners)		All
Intercom System - (Installed by Association)	All	
House Number Replacement	All	
Weather Stripping		All

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Building Maintenance - Page 2

Item	Association	Homeowner
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Windows & Skylights:		
Repair of Window Frames & Sills (Not Part of Window)	All	
Glass Replacement - Broken & Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Window Replacement		All - Variance Required
Window Wells (If Any)	All	
Window Well Covers (If Any)		All
Skylight - Leak Around Roof Flashing	All	
Skylight - Leak Through Unit		All
Skylight - Replace Glass		All
Skylight - Install/Replacement		All - Variance Required

Concrete Floors, Stoop & Foundation:		
Basement Waterproofing		All
Basement Concrete Floor		All
Foundation Block Walls		All
Sump Pump		All
Paver Stoop Maintenance	All	
Garage Concrete Floor		All
Garage Concrete Apron		All - Variance Required

Decks, Awnings:		
Decks - unmodified (6'x10")	All	
Decks Modified (Larger than 6"x10") (Approved Colors Only)		All
Deck Stairs - Modified		All
Awnings		All - Variance Required

Exterior Lighting & Electrical:		
Light Fixtures Installed by Homeowner - Repair & Replacement		All - Variance Required
Light Fixtures on Buildings - Repair & Replacement	All	
Light Fixtures on Buildings - Bulb Replacement		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

Item	Association	Homeowner
Roads, Driveways & Sidewalks:		
Driveway - Seal Coating	All	
Driveway - Repair & Replacement	All	
Driveway - Snow Plowing	All	
Driveway - 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 - Front & Sides - Planting, Pruning & Replacement	All	
Shrubs - Rear - Planting		All - Variance Required
Shrubs - Rear - Pruning & Replacement		All
Trees - Trimming & Replacement	All	
Mulch	Front & Side Beds	Rear Beds
Perennials & Annuals - Front & Sides	All	Variance Required to Plant
Perennials & Annuals - Rear		All

Other Services & Insurance		
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	
Interior Electrical System		All
Interior Plumbing (Including Hose Bibs)		All
Air Conditioning Units		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)