

ASTER TERRACE MAINTENANCE RESPONSIBILITY MATRIX

Building Maintenance		
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 - Variance Required
Power Ventilators (Homeowner Added)		All - Variance Required
Gutters & Downspouts - Repair & Replacements	All	
Gutters & Downspouts - Cleaning	All	
Ice Dams - Removal, including roof raking	Exterior-All	Interior-All
Chimneys & Fireplaces:		
Exterior Components	All	
Chimney Cap	All	
Structural Framing	All	
Interior Components & Cleaning		All
Gas & Propane Conversions		All - Variance Required
Walls, Siding & Trim:		
Brick Repairs & Repointing	All	
Siding Repairs	All	
Siding Staining	All	
Trim & Soffit Repairs	All	
Interior Walls		All
Doors:		
All Exterior Door Repairs		All
All Exterior Door Replacements		All - Variance Required
Painting & Caulking of Exterior Surface		All
Garage Overhead Door Repairs		All
Garage Overhead Door Replacement		All - Variance Required
All Door Hardware, Hinges & Locks		All
Storm Doors & Screens		All
Door Bells, Security Systems		All
House Number Replacements	All	
Weather Stripping		All
	Page 1	

ASTER TERRACE MAINTENANCE RESPONSIBILITY MATRIX

Building Maintenance		
Item	Association	Homeowner
Windows & Skylights:		
Repair of Window Frames & Sills		All
Glass Replacement - Broken & Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Window Replacements		All - Variance Required
Painting & Caulking of Exterior Surfaces		All
Concrete Floors, Foundation & Steps:		
Basement Concrete Floor		All
Foundation Block Walls		All
Garage Concrete Floor		All
Garage Concrete Apron		All - Variance Required
Exterior Steps Leading to Unit	All	
Porch, Patios, Decks, Courtyards & Privacy Fences:		
Repair & Replacement of Porches	All	
Exterior Painting of Porches	All	
Patios - All Homeowner Installed Improvements		All - Variance Required
Decks - All Repairs & Maintenance (Including Staining)		All-Variance Required
Decks - Installation & Replacement		All-Variance Required
Privacy Fences - (Separating Units) - Repairs & Maintenance		All-Variance Required
Courtyards/Inside Patios - Repairs & Maintenance of Improvements		All
Exterior Lighting & Electrical:		
Light Fixtures Installed by Homeowner - Repairs & Replacements		All - Variance Required
Light Fixtures on Buildings - Repairs & Replacements		All - Variance Required
Light Fixtures on Buildings - Bulb Replacement		All
Exterior Receptacles - Repair & Replacement	All	
	Page 2	

ASTER TERRACE MAINTENANCE RESPONSIBILITY MATRIX

Common Area & Grounds Maintenance		
Item	Association	Homeowner
Roads, Driveways & Sidewalks:		
Road & Driveway Seal Coating	All	
Road & Driveway Asphalt Repairs & Replacement	All	
Road & Driveway Snow Plowing	All	
Road Salting	All	
Catch Basins - Repair & Maintenance	All	
Sidewalk Repairs & Replacement	All	
Lawns, Shrubs, Trees & Flowers:		
Lawns - Mowing, Trimming, Fertilization, Seeding, Etc.	All	
Lawns - Grading & Drainage	All	
Lawn Debris Clean-up	All	
Shrubs - Planting, Pruning & Replacement	All	
Shrubs and Trees added by Homeowner		All-Variance Required
Trees - Trimming & Replacement	All	
Mulch	All	
Perennials & Annuals		All - No Variance Required
Other Services & Miscellaneous:		
Rubbish Removal - Weekly Household Collection		All
Rubbish Removal - Large Items (TV's, Appliances, Construction Debris)		All
Recycling - Weekly Collection		All
Mailbox Repair & Replacement	N/A - USPS	N/A - USPS
Exterminating & Pest Removal - Exterior	All	
Exterminating & Pest Removal - Interior		All
Hose Bibs - Repair & Replacement		All
Insurance:		
Structures & Common Areas Liability, Fire & Umbrella	All	
Personal Contents & Liability		All - (HO6 Policy)
Improvements & Betterments - Made by Homeowner		All - (HO32 Rider)
	Page 3	Updated 6/23/21