

**Rosepark Homeowner's Association
Responsibility Matrix
Adopted by the Board of Directors on March 22, 2021.**

Maintenance	Association's Responsibility	Homeowner's Responsibility
Plumbing/ Heating & Cooling:		
Exterior Plumbing	From Curb Box Shutoff (near street) to the Outside of Unit Wall	Shut off Valves
Interior Plumbing	None	All including exterior faucets
Air Conditioning Unit and Base	None	All
Heating units and ducts	None	All
Windows: (for skylights, see "roofs" section)		
Glass and Sash	None	All, including fogging between panes
Window Frames and Sills	All	None, except as part of window replacement
Window Hardware (hinges, locks)	None	All
Weather sealing between windows and frames	None	All
Exterior Caulking, Painting & Staining	All	None
Doors:		
Overhead Garage Door		
Wood / Vinyl / Metal / Aluminum	None	Exterior / Interior Painting Door / Door replacement
Hinges, Springs, Tracks, Cables	None	All
Lifting Mechanism	None	All
Weather Sealing	None	All
All Exterior Doors	Exterior Painting, Staining, Caulking	Interior Painting Door / Door replacement
Storm and Screen	None	All
All Locks & Door Hardware	None	All
Concrete Floors		
Garage and Unit	None	All
Walls		
Block Wall Structural Integrity	All	None
Exterior Siding & Related Trim (Soffits, Drip Edges, etc.)	All	None
Foundation insulation and cement covering	All	None
Front Porch		
Structural Integrity	All	None
Staining, painting, weathersealing	All	None
All owner installed improvements	None	All
Sewage		
Internal	None	All
External, Laterals from unit to interceptor near roadway	All after owner attempts to clear line(s) to the street interceptor	Must attempt to clear line(s) to the street interceptor
Rainwater/ Snow Melt/ Sumps		
Gutters	All	None
Downspouts	All	None
Grading of Soil Around the Units	Front and Side	Rear, under decks, around patios
Damage Due to Ice Damming, Rain, Snow Melt	Exterior	Responsible for insurance deductible and all repairs to the inside.

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Chimneys & Fireplaces		
Interior Components	None	All
Exterior Components:		
Cap	All Including Caulking	None
Spark Arrester	All Including Caulking	None
Structural Framing	All Including Caulking	None
Any and all Natural Gas or Propane Conversions	None	All
Wood Decks, Patios and Balconies		
Staining / Painting / Watersealing	None	All
Structure	None	All
All Owner Installed Improvements	None	All
Snow removal and washing	None	All
Vents		
Dryer Vents	None	All
Bathroom Vents	None	All
Kitchen Vents	None	All
Furnace inlet/outlet (plastic - wall or roof)	None	All
Hot water heater roof boot (flashing) inlet / outlet	All	None
Pest/Bird removal and Screening of vents	All	None
Roofs		
	All	None
Shingles	All	None
Underlayment	All	None
Sheathing	All	None
Roof Vent	All	None
Roof Boot (also called a plumbing vent boot, pipe boot, or pipe flashing)	All	None
Flashing / Drip Edge	All	None
Flashing around sewer vents and chimney	All	None
Below sheathing (baffles & insulation)	None	All
Hot water heater wall mount inlet / outlet	Caulk only	Install
New Install of hot water heater roof mount inlet / outlet	None	All
Skylights		
Plastic/ Glass	None	Replacement All
Framing/ Flashing	Repair of Leak Only	Responsible for insurance deductible and all repairs to the inside.
Common Areas		
Grass	All except Watering	Watering
Trees	All Trees Planted by HOA (see Tree Policy)	Watering / extra trees on individual lot
Shrubs	All Shrubs Planted by HOA (see Shrub Policy)	Watering / extra shrubs on individual lot (back area)
Roadways	All	None
Sidewalks	All	None
Driveways	All	None
Mailboxes (Including post)	All	None
Services and Infrastructure		
Electric		

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Mains (Primary, Transformers)	None, RG&E	
Secondary Service	Common Areas, Meter Support	
Refuse (Every Thursday)	City of Canandaigua	All Special Pick Ups
Recycling Pickup - (Every other Thursday opposite yard and brush pickup)	City of Canandaigua	All Special Pick Ups
Yard debris and brush Pickup - (Every other week on Thursday, opposite of recycling). April through November.	City of Canandaigua	All Special Pick Ups
Snow Removal	All Roadways, Driveways, Front Walkways, and Front Porches	All other areas such as roof, patio, deck, balcony, side/rear door areas.
Insurance		
Structures and Common Areas Master Fire, and Liability	All exterior, unless caused by negligence or wanton malicious act of Unit Owner(s). In those cases Owner(s) will be assessed any applicable deductibles	Deductible on Damage not covered by the HOA, such as interior, decks, patios, windows, doors.
"Improvements and Betterments" (HO-32)	None	All
Personal Contents, Liability and Umbrella (HO-6)	None	All
(Stray) Domesticated dogs and rabid animals removal	None	All. Ontario County Humane Society 396-4590
Insect Removal (Bats, Bees, Stinging Insects , etc.)	Exterior	Interior
Nuisance Wildlife (per NYS DEC document)	Exterior	Interior
Cable TV	None	All
Telephone	None	All
Door Bell	None	All
Exterior Lighting and Receptacles	No Light Bulbs	All light Bulbs
Garage Carriage Lights	None	All
Porch Light	All	None
Flood Lights (Upper and Lower)	Front above garage	Rear (deck/patio, side entrance)
Exterior receptacles (existing)	None	All
Electrical lights, outlets, fixtures Installed by Homeowner (Variance Required)	None	All