

**GEORGETOWN EAST CONDOMINIUM - MAINTENANCE RESPONSIBILITY MATRIX**

**Building Maintenance - Page 1**

Item	Association	Homeowner
<b>Roofs, Vents &amp; Gutters:</b>		
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	
<b>Walls, Siding &amp; Trim:</b>		
Brick Repairs & Repointing	All	
Siding Repairs	All	
Trim & Soffit Repair	All	
Interior Walls		All
<b>Doors:</b>		
All Exterior Door Repairs		All
All Exterior Door Replacement		All
Painting & Caulking of Door Exterior Surface		All
Garage Overhead Door - Door Replacement		All
Garage Overhead Door - Repair - Springs, Tracks & Hardware		All
Garage Overhead Door - Opener		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

Item	Association	Homeowner
<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
<b>Courtyards, Patios &amp; Privacy Fences:</b>		
Patio Fence - Installation & Maintenance	All	
Patio - Maintenance		All
Patio - Installation		All - Variance Required
Courtyards - Repair & Maintenance		All
<b>Concrete Floors &amp; Foundation:</b>		
Basement Waterproofing		All
Basement Concrete Floor		All
Foundation Block Walls	All	
Sump Pump		All
Garage Concrete Floor		All
Garage Concrete Apron		All - Variance Required
<b>Exterior Lighting &amp; Electrical:</b>		
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
<b>Roads &amp; Snow Removal:</b>		
Road - Seal Coating	All	
Road - Repair & Replacement	All	
Road - Snow Plowing	All	
Road - Salting	All	
Catch Basins - Repair & Maintenance	All	
Patio - Shoveling & Salting		All
<b>Lawns, Shrubs, Trees &amp; Flowers:</b>		
Lawns - Mowing, Trimming, Fertilization, Seeding, Etc.	All	
Lawns - Grading & Drainage	All	
Shrubs - Common Areas - Planting, Pruning & Replacement	All	
Shrubs, Trees & Flowers - Inside Courtyard		All
Planting New Shrub on Common Area		Variance Required
Trees - Common Areas - Trimming & Replacement	All	
Mulch - Common Areas	All	
Perennials & Annuals - Common Areas	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	
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)
		Revised -03/16/21