PARK SQUARE SOUTH HOMEOWNER'S ASSOCIATION - RESPONSIBILITY MATRIX

Home Structure 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
Powered Ventilators (Homeowner Added)		All - Variance Required
Gutters & Downspouts - Repair & Replacement	All	
Gutters & Downspouts - annual inspection & cleaning	All	
Chimneys & Fireplaces:		
Exterior Components		All
Chimney Cap		All
Interior Components & Annual Cleaning		All
Gas & Propane Conversions		All - Variance Required
Walls, Siding & Trim:		
Brick Repairs & Staining	All	
Siding Repairs	All	
Siding Staining	All	
Trim & Soffit Repair	All	
Interior Walls		All
Doors:		
All Exterior Door Repairs		All
All Exterior Door Replacement		All-variance required
Painting Exterior Door Surfaces (includes Garage Overhead door)	All	
Garage Overhead Door - Door Replacement		All-variance required
Garage Overhead Door - Repair - Springs, Tracks & Hardware		All
Garage Overhead Door - Opener		All
All Door Hardware, Hinges & Locks		All
Storm Doors & Screens - Replacement		All - variance required
Door Bells, Security Systems		All
House Number Replacement		All - variance required
Weather Stripping		All

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PARK SQUARE SOUTH HOMEOWNER'S ASSOCIATION - RESPONSIBILITY MATRIX

Building Maintenance - Page 2

Item	Association	Homeowner
Windows & Skylights:		
Repair of Window Frames & Sills		All
Glass pane replacement - Broken & Fogged		All
Window Hardware & Screens - Repair or Replacement		All
Window Replacement (total)		All - Variance Required
Window Wells along exterior - defect and leakage repair		All
Window Well Covers		All
Basement egress passages		All - Variance Required
Skylight - Leaking Around Roof Flashing	All	
Skylight - Replace Glass		All
Skylight - Replacement		All - Variance Required
Concrete Floors, Sewer lines, Drainage & Foundation:		
Basement Waterproofing		All
Basement - Radon code compliance - ventilation exhaust fan installation		All
Basement Concrete Floor - repair, remediation		All
Foundation Block Walls		All
Underground water supply lines from the foundation outward	All	
Sump Pump		All
Underground sewer and drainage piping beyond the foundation	All	
Underground sewer or drainage pipe within the foundation		All
Garage Concrete Floor - floor drain remediation , surface upgrades		All
Garage Concrete Apron		All - Variance Required
Patios, Decks, Front Entrances		
Deck, Patio, New Installation		All - Variance Required
Deck, Patio - Maintenance/Staining/paver repair	Annual safety inspection	All (Deck Stain: Sherwin Williams "Falcon Grey")
Front Entrance stoop - cement repair, and maintenance	All	
Front entrance access step - code compliance	All	
Handrails at front entrance		All - Variance Required
Exterior Lighting, Electrical, Backup Generators		
Backup Generator - Selection, sound level, installation, annual maintenance		All - Variance Required
External Light Fixtures Installed by Homeowner - Repair & Replacement		All - Variance Required
External Light Fixtures on homes - Bulb Replacement		All
Exterior power receptacles - Repair & Replacement		All

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PARK SQUARE SOUTH HOMEOWNER'S ASSOCIATION - RESPONSIBILITY MATRIX

Common Area & Grounds Maintenance - Page 3

Item	Association	Homeowner
Roads, Driveways & Sidewalks:		
Road & Driveway - Seal Coating	All	
Road & Driveway - Repair & Replacement	All	
Road & Driveway - Snow Plowing	All	
Road - Salting	All	
Driveway repair and replacement	All	
Catch Basins - Repair & Maintenance	All	
Sidewalk - Shoveling & Salting	Shoveling	Salting with pet safe ice melt
Sidewalk cleaning and maintain appearance		All
Sidewalk - Repair of damage & replacement	All	
Sidewalk and steps to entrance - Safety and code compliance	All	
Lawns, Berms, Shrubs, Trees, Pest Control:		
Lawns - Mowing, Trimming, Fertilization, Seeding, weed control	All	
Lawns - Grading & Drainage, mower damage repair	All	
Garden areas - Bordering Front & Sides - Planting, Pruning & Replacement		All
HOA Common/Utility Berms - plantings, weeding, mulching, upgrades	All	
Privacy berms installed by homeowners -maintenance & upgrades		All-variance required
Trees - Common Areas - Trimming & Replacement	All	
Debris and trimmings from owner managed beds		Place debris into paper bags and place on curb along Sutton Point for town removal on Thursdays
Freestanding trees planted by previous and current homeowners		All
10 Planting beds along property Line w/Locust Hill CC		Responsibility of respective homeowner
Mulching and weeding HOA Common beds	All	
Pest control - bees and other insects on the home’s exterior	All	
Pest control - bees and other insects inside the home		All
Pest control - bees around the property, e.g. ground bees		HOA Contractor, billed to homeowner
Pest control - rodents/flying/invasive animals interior to the home		All
Pest control - rodents/flying/invasive animals exterior to the home	All	

Other Services & Insurance

Rubbish Removal - Weekly Household Collection	All	
Rubbish Removal - Large Items (Furniture, Appliances, Etc.)		All
Recycling - Weekly Collection	All	
Community-wide lawn irrigation system upgrades, maintenance	All	
Retention Pond at NW corner of PSS - limited to annual weed control	All	
Mailbox - Repair & Replacement	All	
Cable, Satellite & Telephone Service		All - (Contact Service Provider)
Insurance - HOA Policy - Fire, Casualty & Liability	All	
Insurance - Personal Contents & Liability		All - HO6 (Contact Your Agent)

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