

# Clover Estates Responsibility Matrix

Association  
Responsibility

Homeowner's  
Responsibility

Variance  
Request

## Summer Maintenance

|  |  |                 |  |
|--|--|-----------------|--|
| Maintenance of common grounds and islands            | X  |                 |  |
| Lawn Mowing & Chemical treatments                    | X  |                 |  |
| Shrub Pruning in street side beds                    | X  |                 |  |
| Ornamental Tree Pruning in common area               | X  |                 |  |
| Weeding streetside Beds - Common, Mulch & Pea Gravel | X  |                 |  |
| Brick Walk Weed Spray                                | X  |                 |  |
| Leaf Removal   | X  |                 |  |
| Mulch Replacement                                    | Common Area & designated street side areas | Foundation Beds |  |
| Pea Gravel Replacement                               | Common Area & Homeowner Beds               |                 |  |

## Winter Maintenance

|   |   |   |  |
|---|---|---|--|
| Roadway snow removal                    | X |   |  |
| Driveway snow removal                   | X |   |  |
| Shoveling walk and front of garage      | X |   |  |
| Driveway/Walk Salting                   |   | X |  |
| Roadway Salting (when deemed necessary) | X |   |  |

## Shrub, Tree and Evergreen Maintenance & Replacement

|   |  |   |   |
|---|--|---|---|
| Shrub/Tree Pruning in streetside beds                         | X  |   |   |
| Shrub/Tree Replacement in streetside beds with same type      |  | X | X |
| Shrub/Tree Replacement in streetside beds with different type |  | X | X |
| Evergreen Pruning and Chemical treatments                     | Common area & designated street side areas | X |   |
| Evergreen Replacement   | Common area                                | X |   |

## Architectural

|                                  |  |   |   |
|----------------------------------|--|---|---|
| Exterior additions or changes    |  | X | X |
| Fences                           |  | X | X |
| Storm or Screen Doors            |  | X | X |
| Shutter painting or replacement  |  | X | X |
| Patio modifications or additions |  | X | X |

## Mailbox

|                                    |                 |      |  |
|------------------------------------|-----------------|------|--|
| Mailbox replacement - Call Crofton | HOA will repair | Cost |  |
| Mailbox post repair and painting   | HOA will do     | Cost |  |

## Post Lights

|                        |   |  |  |
|------------------------|---|--|--|
| Light bulb replacement | X |  |  |
| Fixture replacement    | X |  |  |

## Trash

|  |   |   |  |
|--|---|---|--|
| Trash/Recycling Collection             | X |   |  |
| Larger Items other than everyday trash |   | X |  |

## Roadways and Driveways

|                                      |   |   |   |
|--------------------------------------|---|---|---|
| Roadways Sealing (every three years) | X |   |   |
| Driveway Sealing (every three years) | X |   |   |
| Roadway repairs and replacement      | X |   |   |
| Driveway repairs and replacement     |   | X | X |