

APPENDIX C – RESPONSIBILITY MATRIX

Please note that this is not an exhaustive list,
but intended to cover the most likely questions of responsibility.

Item	Association	Homeowner
Windows		
Glass (Including Thermal Panes)		X
Window Frames, Sashes & Sills		X
Screens		X
Skylights		X
Doors		
Exterior Painting (excluding Garage Door)	X	
Exterior Painting Trim	X	
Structural/Replacement/Maintenance		X
Storm Doors		X
Concrete Floors and Sidewalks		
Garage		X
Basement		X
Concrete Sidewalks to steps or stoop		X
Porches and Stoops		X
Walls		
Exterior Siding & Trim	X	
Exterior brickwork (stone veneer)	X	
Party Walls		X
Plumbing, Heating and Cooling		
Interior Plumbing		X
Exterior Plumbing	X	
Heating & Cooling Systems (interior and exterior)		X
Front Porch and Steps		
Structural - maintain, repair, replace		X
Snow Removal		X
Exterior Lighting		
Fixtures		X
Bulbs		X
Sewers		
Internal		X
Sewer lateral clogs		X
External	X	

Item	Association	Homeowner
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Rainwater/Snow Melt		
Gutters	X	
Downspouts	X	
Grading of Soil	X	
Decks/Rear Patios/Fences		
Staining/Painting of non-synthetic surfaces	X	
Synthetic decking & fencing		X
Railings		X
Roof		
Shingles	X	
Soffits	X	
Roof Vents	X	
Snow removal		X
Common Area Maintenance		
Grass	X	
Trees, Shrubs (builder or Association installed)	X	
Driveways	X	
Mailboxes	X	
Retaining Walls (builder or Association installed)	X	
Services and Infrastructure		
Electric – Exterior to meter	RG&E	
Electric – Meter to interior		X
Interior Panels, Wiring, Devices, Fixtures		X
Street & Monument Lighting	X	
Refuse & Recycling	X	
Snow Removal – driveways, Clubhouse parking lot	X	
Snow Removal – sidewalks, porches, stoops, decks		X
Pest Control – no potential damage to buildings		X
Pest Control – if potential damage to buildings	X	
Insurance		
Structure and Common Area Fire	X	
Common Area Liability	X	
Personal Contents		X
Personal Liability		X
Homeowner Upgrades and Improvements		X