

Part Four



Responsibility Matrix – HOA versus Homeowner indicates where responsibility for repair, replacement for listed item exists. Expenses associated with the listed item will be borne by the indicated (X) responsible party. Where “variance required” noted, variance forms can be obtained from Crofton Perdue.

Roofs, Vents and Gutters	HOA	Homeowner
Shingles and Underlayment	X	
Sheathing	X	
Vents – Ridge, Soffit & Box	X	
Vents – Dryer, Bathroom and Kitchen		X – Variance Required
Vents – Furnace and Hot Water		X – Variance Required
Attic Insulation		X
Powered Ventilators (Homeowner added)		X – Variance Required
Gutters and Downspouts – Repair and Replacement	X	
Gutters and Downspouts – Annual Inspection and Cleaning	X	

Chimneys & Fireplaces	HOA	Homeowner
Exterior Components		X
Chimney Cap		X
Interior Components & Annual Cleaning		X
Gas & Propane Conversions		X – Variance Required

Walls, Siding & Trim	HOA	Homeowner
Brick Repairs & Staining	X	
Siding Repairs	X	
Siding Staining	X	
Trim & Soffit Repairs	X	
Interior Walls		X

Doors	HOA	Homeowner
All Exterior Door Repairs		X
All Exterior Door Replacement		X – Variance Required
Painting Exterior Door Surfaces (includes Garage door(s))	X	
Overhead Garage Door Replacement		X – Variance Required
All Overhead Garage Door Repairs		X
Overhead Garage Door Opener		X
All Door Hardware, Hinges & Locks		X
Storm Doors & Screens – Installation and Replacement		X – Variance Required
Door Bells, Security Systems		X
House Number Replacement		X – Variance Required
Weather Stripping		X

Windows and Skylights	HOA	Homeowner
Repair of Window Frames & Sills		X
Glass Pane Replacement – Broken or Fogged		X
Window Hardware & Screens – Repair or Replacement		X
Window Replacement (Total)		X – Variance Required
Window Wells Along Exterior – Defect and Leakage Repair		X
Window Well Covers		X
Basement Egress Passages		X – Variance Required
Skylight - Leaking Around Roof Flashing	X	
Skylight – Replace Glass		X
Skylight – Replacement		X – Variance Required

Concrete Floors, Sewer lines, Drainage & Foundation	HOA	Homeowner
Basement Waterproofing		X
Basement – Radon Code Compliance -Ventilation & Exhaust Fan Installation		X
Basement Concrete Floor – Repair, Remediation		X
Foundation Block Walls		X
Underground water supply lines from the foundation outward	X	
Sump Pump		X
Underground Sewer and drainage piping beyond the foundation	X	
Underground sewer or drainage pipe within foundation		X
Garage Concrete Floor – Floor drain remediation, surface upgrades		X
Garage Concrete Apron		X – Variance Required

Patios, Decks, Front Entrances	HOA	Homeowner
Deck, Patio, New Installation		X – Variance Required
Deck, Patio – Maintenance/Staining/Paver Repair		X Deck Stain Sherwin Williams Falcon Grey Only
Front Entrance Stoop – Cement Repair and Maintenance	X	
Front Entrance Stoop – Code Compliance	X	
Handrails at Front Entrance		X – Variance Required

Exterior Lighting, Electrical, Backup Generators	HOA	Homeowner
Backup Generator – Selection, sound level, installation, annual maintenance		X – Variance Required
External Light Fixtures Installed by Homeowner – Repair & Replacement		X – Variance Required
External Light Fixtures on Homes – Bulb Replacement		X
Exterior Power receptacles – Repair & Replacement		X

Roads, Driveways & Sidewalks	HOA	Homeowner
Road & Driveway – Seal Coating	X	
Road & Driveway – Repair & Replacement	X	
Road & Driveway Snowplowing	X	
Road Salting	X	
Driveway Repair & Replacement	X	
Catch Basins – Repair & Maintenance	X	
Sidewalk Shoveling	X	
Sidewalk Salting		Salting with Pet Safe Ice Melt
Sidewalk Cleaning and Maintaining Appearance		X
Sidewalk Repair of Damage & Replacement	X	
Sidewalk and Steps to Entrance – Safety and Code Compliance	X	

Lawns, Berms, Shrubs, Trees, Pest Control	HOA	Homeowner
Lawns – Mowing, Trimming, Fertilization, Seeding, Weed Control	X	
Lawns, Grading & Drainage, Mower Damage Repair	X	
Garden areas – Bordering Front & Sides – Planting, Pruning & Replacement		X
HOA Common/Utility Berms – Plantings, Weeding, Mulching, Upgrades	X	
Privacy Berms Installed by Homeowners – Maintenance & Upgrades		X – Variance Required
Trees – Common Areas – Trimming & Replacement	X	

Lawns, Berms, Shrubs, Trees, Pest Control	HOA	Homeowner
Freestanding Trees Planted by Previous and Current Homeowners		X
Planting Beds Along Property Line with Locust Hill CC		Responsibility of Homeowner X – Variance Required
Mulching and Weeding HOA Common Beds	X	
Mulching and Weeding Owner Beds Along Foundation		X
Debris and Trimmings from Owner Beds Along Foundation and Those Approved by Variance		X Place debris into paper bags and place on curb along Sutton Point for town removal on Thursdays.
Pest Control – Bees and Other Insects on Home’s Exterior	X	
Pest Control – Bees and Other Insects Inside the Home		X
Pest Control – Rodents/Flying/Invasive Animals Interior of the Home		X
Pest Control - Rodents/Flying/Invasive Animals Exterior of the Home	X	

Other Services & Insurance	HOA	Homeowner
Rubbish Removal – Weekly Household Collection	X	
Rubbish Removal – Large Items (Furniture, Appliances, Etc.)		X
Recycling – Weekly Collection	X	
Community-wide Lawn Irrigation System Upgrades, Maintenance and Scheduling	X	
Retention Pond Maintenance*	X	
Mailbox – Repair & Replacement	X	
Cable, Satellite & Telephone Service		X
Insurance – HOA Policy for Fire, Casualty & Liability**	X	

Notes:

- *Pond maintenance is an HOA and other governments responsibility

**Contact your insurance agent for “renters/condo” style interior coverage including liability, casualty and other loss not covered under HOA policy. HOA policy details available. See In Rule & regulations (Part Three) item #21