

Association Responsibility Matrix

Chelsea Place Townhome Owners Assn.

Adopted 6-11-2014

H = Homeowner; A = Association; BA = Board Approval; C = City/Village/Utility Company

Item	Maintains	Charged To	Comments
1 Air Conditioning	H	H	
2 Antenna	H	H	
3 Awnings	H	H	
4 Chimney / Caps	A	A	
5 Concrete - Foundation/Basement	H	H	Includes garage floor and apron
6 Curbs & Aprons	C	C	
7 Deck	H	H	
8 Door - Front Entry (Painting)	A	A	Relacement and Repair is Homeowners Responsibility
9 Door - Garage (Replacement)	H	H	Painting done by Association
10 Door - Garage Mechanical/Operation	H	H	
11 Door - Patio	H	H	
12 Door & Window Locks	H	H	
13 Driveway	A	A	Includes sections of sidewalk up to edge of garage (may be necessary to tie walk evenly to drive)
14 Drywall repair (Roof Leak)	A	A	This does not include leaks due to ice dams or roof damage covered by homeowner's insurance.
15 Drywall repair (Plumbing Leak)	H	H	
16 Electrical supply lines - exterior	C	C	Homeowner responsible for lines in unit
17 Fence	A	A	
18 Furnace	H	H	
19 Garage	H	H	
20 Gutters/Downspouts	A	A	
21 Handrails - Exterior	A	A	
22 Insurance Required	H	H	Homeowner responsible for insurance - must send yearly proof of insurance to Association Partners
23 Landscaping - Maintain	A	A	
24 Landscaping - Replace	A	A	
25 Landscaping - Watering	H	H	Failure to water makes homeowner responsible for replacement cost
26 Light Fixtures - garage coachlight/entry	A	A	Entry refers to the front door entry light fixture - Homeowner is responsible for light bulbs
27 Light fixtures- rear entry	H	H	Architectual Committee approval needed
28 Lights - Street	C	C	
29 Mailbox	H	H	Homeowner is responsible to the Post Office for any personal damages. Upkeep done by Post Office.
30 Mailbox Stand	C	C	
31 Monuments	A	A	
32 Painting - Exterior	A	A	
33 Painting - Interior	H	H	
34 Painting - Interior (Plumbing Leak)	H	H	
35 Patio	H	H	
36 Pest Control - Exterior	H	H	
37 Pest Control - Interior	H	H	
38 Pets	H	H	
39 Plumbing	H	H	
40 Roofing	A	A	Except for damage covered by homeowner's insurance

41 Satellite	H	H	With BOD approval
42 Sewer (Street to Dwelling)	H	H	
43 Shutters	A	A	
44 Sidewalks from drive to front door	H	H	* See Driveway for exception
45 Siding & Trim	A	A	
46 Signage	A	A	
47 Skylight	H	H	
48 Snow Removal	A	A	
49 Steps / Stoop (Front)	A	A	
50 Steps/Stoop (Rear)	H	H	
51 Streets	C	C	
52 Sump Pumps	H	H	
53 Utilities - Cable	H	H	
54 Electric	H	H	
55 Garbage	H	H	
56 Gas	H	H	
57 Internet	H	H	
58 TV	H	H	
59 Water	H	H	
60 Vents - Roof	A	A	
61 Vents - Other	H	H	Dryer, Kitchen and Bathroom are homeowner responsibility - Eve vents are association
62 Walls - Exterior	A	A	
63 Walls - Retaining	A	A	
64 Water Heater	H	H	
65 Weather Stripping	H	H	Garage door side trim weather stripping is Association responsibility
66 Window Wells	H	H	
67 Windows			
A. Maintain Exterior Wood Original Windows	A	A	This is brick mold and nose sills only. Repairs beyond this are homeowners responsibility.
B. Replacement Any Window	H	H	
68 Window - Glass	H	H	