

VERY IMPORTANT NOTES	
(1) Replacement or resurfacing of ANY visible element(s) requires submittal and approval of architectural review request (2) Design and color of visible elements are subject to established Community Standards (3) If owner elects to perform certain association responsibility maintenance actions at a time different from (e.g. sooner than) periodic Association time schedule, owner may do so at own expense, subject to (1) & (2) above if applicable (4) Any work items listed as Association responsibility, but necessitated by work or negligence of Owner, is Owner's responsibility and must be performed by Association's selected contractor unless otherwise authorized (5) Any maintenance, repair, replacement and services not explicitly included herein is responsibility of Unit Owner unless specifically authorized by the Association	
Association responsibility	
↓	Homeowner responsibility
↓	BUILDINGS
•	Siding -- Repair or replacement of siding and trim, unless necessary due to work performed by (or fault of) owner (1)
•	-- Periodic power washing (not including decks, patios, and entrance stairs and landings) (3)
○	Windows -- Repair and/or replacement of windows - fixed and operable -- including all glass (1) (2)
•	-- Periodic painting of exterior of wooden window frames and trim (3)
•	-- Periodic caulking and sealing -- all windows (3)
○	Doors -- Repair and/or replacement of all exterior doors -- hinged, sliding and garage (1) (2)
•	-- Periodic painting of exterior surface of front and garage doors (after initial installation) (3)
•	Roofs -- Repair and/or replacement of all roofing materials -- for both flat and shingled roofs
•	Gutters and downspouts -- including splashblocks and roof vents
○	Skylights -- Repair and/or replacement of all skylights -- fixed and operable (1) (2)
•	-- Maintenance of all seals between skylight and roof
○	HVAC and Electric meter enclosures -- repair and/or replacement of enclosures (1) (2)
○	-- Exterior HVAC (heat pump) units and all connections to inside HVAC system (including buried connections)
•	-- Periodic painting of exterior surfaces of enclosures (3)
○	-- Maintenance, repair, replacement of all HVAC (Heat Pump) units and connections, including condensate drain lines (1)
○	Decks, Patios and Entrance steps and landings -- repair and/or replacement (1) (2)
○	-- Maintenance, repair, replacement, cleaning, painting or staining, of decks, railings, patios and entrance steps (2)
•	-- Painting of front entry stoop railings (3)
○	Driveways -- resurfacing (1) (2)
•	○ -- Periodic driveway resealing will be done by Association, with cost invoiced to Owners (3)
•	Structural components -- repair and/or replacement -- including foundations, framing, and sheathing (from studs out).
•	-- Repair and/or replacement of structural components if not necessitated by Owner action or negligence
○	-- Repair and/or replacement of structural components if necessitated by Owner action or negligence (1) (2)
○	Exterior Light Fixtures (attached to house) -- must conform to community standard fixtures (1) (2)
•	Chimneys and Fireplaces -- repair and/or replacement of chimney exteriors, including caps, unless required by owner work or negligence (1) (2)
○	-- Interior of fireplace, including flue cleaning
○	Propane tanks and related connections (1) (2)
○	Unit Interiors -- all interior repair or replacement work -- including appliances & fixtures --everything from the studs in -- regardless of cause (2)
○	Dryer vents -- including regular cleaning and maintenance in addition to repair and replacement

(CONTINUED ON REVERSE)

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Association responsibility

↓ Homeowner responsibility

(CONTINUED -- Page 2)

↓	↓	↓	GROUND
		•	Landscaping -- all landscape area maintenance, including tree/shrubs trimming/replacement, lawn mowing & maint., mulching, land repairs, except as noted below:
		○	-- Weeding, pruning and replanting of any Board authorized areas installed by homeowners (1) (2) (3)
		•	Waterfront - pier, jetties, bulkheads
		•	Beach
		○	- Users of beach are responsible for cleaning up and removing all trash and waste materials
		•	Tennis Courts
		•	Fences, Gates, Retaining walls
		•	Streets & Paved areas -- signage, streetlighting, walkways & parking areas, including painting of curbs and parking spaces
		•	Mailboxes -- repair, replacement and painting (except locks)
			UTILITIES and SERVICES
		•	Water -- Mains in street, including access to shut off valves in streets
		○	-- Laterals from main to unit, and hose bibs and any other water fixtures located at or on the house
		○	-- Maintenance, repair, replacement of all in-home water-using fixtures and pipes (Assoc has right to perform leak test)
		○	-- Keeping access to exterior water shut off ports clear and visible in limited common areas
			-- Assoc has right to use water from exterior hose bibs of individual units for landscape or maintenance purposes
		•	Sanitary Sewer -- Mains in street, including access to clean-outs in street
		○	-- Laterals from main to unit and all sewer lines within units
		○	-- Keeping access to exterior sewer laterals access ports clear and visible in limited common areas
		•	Storm Sewers and Drainage
		•	Electric service -- for common areas -- e.g. streetlights
		○	-- Electric service for individual units
		•	Trash and Recycling Collection
		•	Extermination/Insecticide -- annual inspection and application (3)
		•	Snow Removal -- streets and guest parking areas
		○	-- Snow removal from individual unit driveways and entries
		○	Security -- personal and property
		•	Insurance -- Master condominium liability, hazard and flood coverage for original construction
		○	-- Individual unit contents and upgrades, including for sewer backup, HOA deductible, fire, wind, theft. tree & smoke/water damage