

Shelton Place Owners Association Responsibility Matrix

The Board of Directors seeks to clarify the division of responsibility between the homeowner and the Association. Listed below is a table that identifies who holds responsibility for certain items, as extracted from the governing documents and applicable PA law.

ITEM	HOMEOWNER RESPONSIBILITY	HOA RESPONSIBILITY
The inside of your home (1)	X	
Cement patio & sidewalk (1) (2)	X	X
The utilities (water, sewage, gas & electric) connected to your home (3)	X	
Roof & shingles (1 & 2)	X	X
Gutters and downspouts (1 & 2)	X	X
Aluminum siding (1 & 2)	X	X
Front Door & frame, patio doors & frame. (1)	X	
Garage door & wood trim (1)	X	
Windows (1)	X	
Lamppost (1)	X	
Driveway (1) & (2)	X	X
Dryer duct work & roof vent (1)	X	
Water heater, washer & dryer (4)	X	
A/C unit (4)	X	
Your initial landscaping of your grounds, the installation of your lawn, shrubs & trees. (1)	X	
Lawn cutting & lawn treatment		X
Snow removal less than three inches	X	
Snow removal of three inches or more.		X
Annual mulch application		X
Annual shrub trimming (5)		X
Shrubs & trees planted by the homeowner on the common ground. (6)	X	

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If you decide to place rocks (like river rock) in your perennial garden by your home, or in the common ground you must place edging stone between the rocks and grass.	X	
Patio fence (4)	X	
Patio enclosure (4)	X	
Insects, bugs & pest control	X	
Armstrong cable line	X	
Condo Insurance (HO6 Policy)	X	
Property, General Liability, Fidelity, Directors & Officers Insurances		X
“Gap” Policy (If an Owner files a claim using the Association’s insurance, that Owner is responsible for the cost of the deductible, which can be paid by their personal insurance policy if they applicable “gap” coverage is added)	X	

- (1) You have a one-year warranty with Pitell for any deficiencies that starts on your closing date.
- (2) After your one-year warranty, the HOA is responsible for deficiencies.
- (3) You can buy insurance for any of these utilities.
- (4) Check your manufactures warranty.
- (5) The HOA will subcontract the annual shrub trimming if the homeowner contacts RJ Community Management and requests this service. You will get a notice and ample time to submit your request. The subcontractor will not trim shrubs or trees planted by the homeowner in the common ground.
- (6) Shrubs and trees planted on the common ground need to have a minimum of six feet clearance between the shrubs or trees to allow the subcontractor to cut the grass.