

Summer Seat Homeowner's Maintenance, Repair, and Replacement Responsibility Matrix

This matrix is intended for use only as a guide by Association Residents who have questions about the distribution of Unit maintenance, repair, and replacement responsibilities between the Unit Owner and the Homeowners Association. It was developed using the Community Documents and standard HOA practice as a guideline. This Matrix is not intended to be construed as a complete list of every component and may not address every maintenance situation that may arise. questions, please direct them to either the Management Company or a member of the HOA Board. Should you have any

	RESPONSIBLE PARTY			
	ASSOC.	UNIT OWNER	OHIO TOWNSHIP	OTHER
A/C Pads (Unit) - Maintenance, Repair & Replacement		X		
Appliances (All)		X		
Approved Variances (Unit) - Maintenance, Repair & Replacement		X		
Awnings by Variance (Unit) - Maintenance, Repair & Replacement		X		
Brick or Stone Façade/Veneer, Exterior (Unit) - Maintenance, Repair & Replacement	X			
Bulbs / Perennials / Annual Flowers / Shrubs - Installed by Variance (Unit)		X		
Clubhouse including Flag(s) and Pole(s) (Common Facility)	X			
Clubhouse Exercise Rooms & Exercise Equipment (Common Facility)	X			
Clubhouse Patio Kitchen Area / Grill (Common Facility)	X			
Common Elements as defined in the Declaration (Section 2.2)	X			
Community Entrance including Flag(s) and Pole(s)	X			
Community Fencing - Maintain, Repair & Replace	X			
Gazebo on Gateway Drive (Common Facility) - Maintain, Repair & Replacement	X			
Community Main Roads - Maintain, Repair & Replace			X	
Decks - Railings, Fencing, Stairs, All Components (Unit) - Cleaning, Maintenance, Repair & Replacement		X		
Door Chimes (Unit) - Maintenance, Repair & Replacement		X		
Door Frames (Unit) / Exterior - Maintenance, Painting, Repair & Replacement		X		
Door Seals, Insulation & Weather Stripping (Unit) - Maintenance, Repair & Replacement		X		
Doors, Front Entry & Patio incl Hardware - Exterior (Unit) - Maintenance, Painting, Repair & Replacement		X		
Doors - Garage incl Automatic Opener (Unit) - Maintenance, Repair & Replacement		X		
Downspouts (Unit) - Maintenance (clearing of debris and ice)		X		
Downspouts (Unit) - Repair & Replacement	X			
Driveways & Entryways (Unit) - Snow Over 2" & Ice Removal	X			
Driveways (Unit) - Maintain, Repair & Replacement		X		
Driveways (Unit) - Sealing		X		
Dryer Vents (Unit) - Cleaning, Maintenance, Repair & Replacement		X		
Electric Service: Meter to Circuit Breaker Panel (Unit)		X		
Electric Service: Underground from Main Service to Transformer to Meter		X		Duquesne Light
Electrical Exterior (Unit) incl Light Fixtures & Outlets - Maintenance, Repair & Replacement		X		
Electrical - Interior (Unit) incl Circuit Breaker Panel, Fixtures, Outlets, and Switches - Maintain, Repair & Replace		X		

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Enclosed Patios (Unit) - All interior components, including but not limited to ceiling, fans, lighting, screens, and siding - Cleaning, Maintenance, Repair & Replacement		X		
Entryway Concrete (Unit) - Maintenance, Repair & Replacement		X		
Exterior Window & Door Sills, Frames, Hardware, Shutters (Unit) - Maintenance, Repair & Replacement		X		
Fences - Gates (Unit) - Maintenance, Repair & Replacement		X		
Fences - Privacy (Unit) - Maintenance, Repair & Replacement		X		
Flues, Chimneys, Vents, Exhaust Conduits (Unit) - Maintenance, Repair & replacement		X		
Gas Lateral connecting Unit to Columbia Gas Main Line - Repair & Replacement		X		Columbia Gas
Glass Windows incl. doors with glass, window screens, frames (Unit) - Maintenance, Repair & Replacement		X		
Gutter (Unit) - Maintenance (Cleaning of Debris and Ice)		X		
Gutter (Unit) - Repair & Replacement	X			
Hose Bibs, Interior and Exterior (Unit) - Maintenance, Repair & Replacement		X		
Hot Tub at Clubhouse/Pool Area (Common Facility)	X			
HVAC System (Clubhouse Common Facility) - Maintenance, Repair & Replacement	X			
HVAC System incl Furnace, Air Filter or Cleaner & Humidifier (Unit) - Maintenance, Repair & Replacement		X		
Insect/Termite/Vermin Control (Unit)		X		
Lawncare / Landscaping (Common Areas)	X			
Lighting Fixtures, Exterior (Unit) - Maintenance, Repair & Replacement		X		
Mailbox Station (Common Facility) - Maintenance, Repair & Replacement	X			
Mulching, Original Beds (Unit / Utility Boxes / Community Wide)	X			
Mulching, Additional Beds by Variance (Unit)		X		
Outside Maintenance (Common Areas / Common Facilities)	X			
Patios - Railing and Fencing (Unit) - Maintenance, Repair & Replacement		X		
Patios, Screened & Glass Enclosed, incl. Railings (Unit) - Maintenance, Repair & Replacement		X		
Patios, standard (Unit) - Maintenance, Repair & Replacement		X		
Pickleball Court & Fence (Common Facility) - Maintenance, Repair & Replacement	X			
Ponds for Storm Water Management (Common Facilities) - Maintenance, Repair & Replacement	X			
Porches - Columns (Unit) - Maintenance, Painting, Repair & Replacement		X		
Porches Front, incl. Stairs (Unit) - Maintenance, Repair & Replacement		X		
Plumbing, Gas & Water (Unit) - Delivery Lines, Distribution Manifolds, Fixtures, Meters, and Valves - M, R & R		X		

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Roofing Shingles and Underlayment (Unit) - Maintain, Repair & Replacement	X			
Sanitary Sewer Clean Outs (Common Areas and Common Facilities)	X			
Sanitary Sewer Clean Outs (Unit)		X		
Sanitary Sewer Lateral connecting a Unit to the Sewer System (Unit) - Maintain, Repair & Replacement		X		
Sanitary Sewer System, Main (Community)				OTSA
Sanitary Sewage Pump and Generator House near Phase #1 Detention Pond - Maintain, Repair & Replacement				OTSA
Satellite Dish (Unit) - Maintain, Repair & Replacement		X		
Screen/Storm Doors (Unit) - Maintenance, Repair & Replacement		X		
Service Walks, (Unit) - Maintenance, Repair & Replacement		X		
Service Walks, Ramp or other path for Wheelchair Access (Unit) - Maintenance, Repair & Replacement		X		
Sidewalks & Service Walks (Common Areas) - Maintenance, Repair & Replacement	X			
Siding (Unit) - General Cleaning (Dust/Debris)		X		
Siding (Unit) - Cleaning (Mold/Moss)	X			
Siding (Unit) - Cleaning or Damage caused by Service Contractor				Service Contractor
Skylights (Unit) - Maintenance, Repair & Replacement		X		
Snow Removal - Main Roads			X	
Snow Removal - Service Walks/Garage Drives	X			
Soffit & Fascia (Unit) - Maintain, Repair & Replace	X			
Sprinkler System - Lawn (Common Areas) - Maintenance, Repair & Replacement	X			
Sprinkler System - Lawn, by Variance (Unit) - Maintenance, Repair & Replacement		X		
Storm Water Management System (includes lines and ponds) - Maintenance, Repair & Replacement	X			
Street Lights				Duquesne Light
Swimming Pool & Equipment (Common Facility)	X			
Swimming Pool Enclosure, Fence & Gates (Common Facility)	X			
Swimming Pool House (Common Facility)	X			
Traffic Control Signage			X	
Trash Pick up				Waste Mgmt
Trees/Plants/Shrubs - Original Plantings (Common & Limited Common Areas)	X			
Trees/Plants/Shrubs (Unit) - by Variance		X		
Unit Interior, incl Ceilings, Floors (Carpet, Tile, Wood, or Vinyl), Doors, Trim, Baseboards, and Walls		X		

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Unit Interior/Exterior Dryer Duct Cleaning		X		
Unit Washing Machine Hoses (recommended replacement every 5 years)		X		
Unit Water Heaters (recommended replacement every 10 years)		X		
Unit Siding / Exterior Walls - Repair & Replacement	X			
Water Lateral between the the Curb Stop/Box and the Unit - Maintain, Repair & Replacement		X		
Water Lateral between the Water Main and the Curb Stop/Box - Maintain, Repair & Replacement				West View
Water Main/Line				West View
Windows, Exterior/Interior (Unit) - Cleaning, Maintenance, Repair & Replacement		X		