

Stonehaven Condominium Association Responsibility Matrix

Updated: 04/18/2016

Item	Association	Co-Owner	Comments	Master Deed, By-Laws and Digest References
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The original Matrix was dated 07/31/2007. Updates provided in Oct/Nov 2015 and April 2016

Air Conditioner			Co-owners may want to protect the unit from accidental lawn maintenance damage by surrounding it with stone, mulch, etc.	Master Deed Article IV, Sections 2 and 4; By-Laws Article V, Sections 4-5
Compressor		x		
Blower/fan		x		
Leveling of unit		x		

Alarms, Smoke Detectors				
Battery		x		
Hardware		x		

Appliances		x		By-Laws Article V, Section 4
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Crawl Spaces				
Crawl spaces will be inspected as needed	x		Oct 2015 - Co-owners will be contacted to schedule the crawl space inspection so clear access to the crawl space will be provided.	
Closing of exterior vents	x		The Association requires the grounds crew to perform the following: During fall cleanup, the two or three exterior vents are closed. During spring cleanup, the vents are opened. Dead grass is blown out of vents two or three times a year.	
Foundations	x		Oct 2015 - added	
Removal of debris from exterior vents	x			
Support Beams	x		Oct 2015 - added	

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Sump Pump <i>See also Plumbing</i>	x		Oct 2015 – added Oct 2015 - This is an association responsibility. A sump pump and required electrical plug may be installed for standing water in a crawl space per the assessment completed at the request of the condo association.	
Water remediation	x		Oct 2015 – For standing water only.	
Decks			Snow removal by the Co-owner is not mandatory. Decks will be cleaned and stained or painted a natural color of wood or some shade of brown every 2-3 years by the Co-owner.	Master Deed Article IV, Section 2, 4; By-Laws Article VI, Section 15
Railing		x		
Maintenance/repair		x		
Step(s)		x		
Snow removal		x		
Decorations—Holiday <i>See also Exterior Appearance</i>		x	Holiday decorations can be displayed one month before the holiday and two weeks after the holiday. No decorations may be attached to the unit. Oct 2015 - If you plan to modify the appearance of your front planting area and are not sure whether it meets the association’s standards, please contact a board member or the association’s management company for guidance before you spend your money or time.	By-Laws amendment dated June 29, 1995 and Digest

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<p>Decorations—Lawn Ornaments (front of unit)</p> <p><i>See also Landscaping</i></p>			<p>These rules are in place to ensure safe access to the unit's front door and to promote a uniform appearance throughout our Association.</p> <p>Decorations such as wind chimes and bird feeders are allowed in the back of the unit only.</p>	<p>By-Laws Article VI, Section 13 amended Oct. 27, 1994 and Digest</p>
<p>Figurines</p>		<p>Up to 3</p>	<p>In June 2007, the Board of Directors has approved Co-owners to have up to 3 figurines, each with the maximum height of 12", placed in their front beds in May through September.</p> <p>Oct 2015, the Board has not been checking the height of figurines or the number of planters in the landscaping unless concerns are raised by the other co-owners.</p>	
<p>Planters/pots with plants</p>		<p>Limit—3</p>	<p>During May through September</p>	
<p>Shepherd hook with planter(s) only</p>		<p>Limit—1</p>	<p>In June 2007, the Board of Directors has approved Co-owners to have up one shepherd hook with planters placed in their front beds in May through September. The number of hooks on the pole was not specified. No wind chimes, bird feeders, or ornaments should be placed on the shepherd's hook in the front beds.</p>	
<p>Stepping stones, flat ornaments, bricks, pavers, etc.</p>		<p>x</p>	<p>In June 2007, the Board of Directors has approved Co-owners to have stepping stones/flat ornaments placed in their front beds in May through September. Oct 2015 – clarified that this could also be bricks, pavers, etc.</p>	

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Rocks		x	<p>In Oct 2015, A limited number of decorative landscaping rocks can be added to the front planting bed by a co-owner, at the co-owner's expense and with Board approval, as long as:</p> <ul style="list-style-type: none"> • The rocks fit the cohesive look of the community. • The rocks don't overwhelm the landscaping or damage landscaping paid for by the condo association. • The size, location, or quantity of decorative rocks does not impede condo maintenance. 	
<p>Doors—Exterior</p> <p><i>See also Door sections in Door - Garage, Interior and Porches (screened or enclosed).</i></p>			<p>Replacement of a storm door(s) requires permission from the Board of Directors. Door(s) must meet association specifications.</p> <p>Outside doors and grids are on the Stonehaven maintenance calendar.</p>	<p>Master Deed Article IV, Section 1 (g); By-Laws Article V, Sections 4-5, 8 and Digest</p>
Door and door knobs	x			
Frame	x			
Outside surface	x			
Threshold	x			
Warping	x			
Glass in door		x		
Grids (exterior and interior) <i>See also Windows</i>	x (exterior)	x (interior)		
Inside surface		x		
Lock		x		
Storm door and screen/glass		x		

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Weather-stripping (exterior door)		x		
Door—Garage			<p>The association will share at 50% the cost of replacing the cables, torsion springs, and support rollers. The Co-owner is responsible for the motor and the drive chain.</p> <p>Oct 2015 - The “opening mechanism”/motor that is on the garage ceiling is a Co-owner expense, in addition to the hand-held opener.</p> <p>It is the responsibility of the Co-owner to lubricate the mechanical fixtures two or three times a year. See handout for details. Using WD-40 is recommended.</p>	Master Deed Article IV, Section 4 (d);
Painting of door	x		Garage doors should be closed unless they are in active use.	By-Laws Article VI, Section 20
Weather-stripping on garage door	x		Co-owner is responsible to report any leakage to the Condo Management Company.	
Repair of dents	x	x	Responsibility will be depending on the cause of dents	
Mechanical fixture replacement	x (50%)	x (50%)		By-Laws Article V, Sections 4-5
Electrical fixtures		x		
Lubrication of mechanical fixtures		x		

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Opener/Opening Mechanism		x	Oct 2015 - The "opening mechanism" – the motor that is on the garage ceiling is a Co-owner expense, in addition to the hand-held opener.	
Driveways	x			Master Deed Article IV, Section 4 (c)
Dryer Vent				Master Deed Article IV, Section 4 (d); By-Laws Article V Sections 4-5
Replacement/repair	x			
Dryer vent cover replacement	x (exterior)			
Routine Cleaning of vent		x	April 2016: To confirm the vent is attached properly and cleaned.	
Dryer vent tube repair/replacement		x	Located in crawl space	
Electrical			Co-owners are responsible for the cost and installation of bulbs with in the light fixtures at the front and back of the units.	Master Deed Article IV (common elements) Section 4 (d, e); By-Laws Article V Sections 4-5, 8
Exterior doorbell unit	x			
Exterior outlets	x			
Porch light fixture	x		Exterior lights should be on to assist in snow removal (2+ inches of snow).	
Circuit boxes		x		

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Circuit wiring		x		
Fixtures (interior)		x		
Interior doorbell unit		x		
Interior outlets/switches		x		
TV/Phone/Cable lines in unit		x	Satellite dishes must be on the ground or mounted on the deck railing.	
Exterior Appearance		x	<p>No changes can be made to the exterior appearance, structure, or common elements without the approval of the Board of Directors.</p> <p>No materials, trash, or laundry may be stored on decks.</p> <p>Storage of motor homes, boats, etc. is not permitted.</p> <p>No advertising signs are allowed (i.e., political endorsements, etc.). One For Sale sign can be placed in a living room window or the entry door.</p> <p>Nothing may be attached to the outside of a unit (i.e., bird feeders, lights, flags, or clotheslines).</p>	By-Laws Article VI, Section 3, 6, 8, 10, 13; By-Laws amendment dated June 29, 1995 and Digest
Entrance to Stonehaven Ct. and O'Brian Dr.	x		April 2016: Landscaping and signs to be maintained and replaced by the Association as needed.	
Siding	x	(See comment)	April 2016: All siding repairs or replacements will be completed by the Association. The Co-Owner is asked to report any damage or loose siding to the management company.	

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Fireplace	x (exterior vent only)	x	If applicable to the unit. April 2016: The Association is responsible for the maintenance of the exterior venting cover for the fireplace as needed.	Master Deed Article IV, Section 2 (d)
Flags			One American flag may be displayed in a bracket (supplied and installed by the Association, attached to the front of the Unit). Other flags can be displayed in the back of the unit.	By-Laws amendment dated Oct. 27, 1994 and Digest
Outside bracket (1)	x			
Flag		x		
Furnace		x	Changing the furnace filter according to the manufacture's guidelines is recommended.	Mast Deed Article IV, Section 4 (d)
Insects/Rodents			If you have an issue with ants, wasps, gnats, etc., please contact the management company.	Master Deed Article IV, Section 4 (c)
Damage to exterior	x			
Infestation	x			
Damage to interior		x		
Interior				By-Laws Article V, Sections 4-5
<i>See also Walls—Interior</i>				
Bathroom floor finish		x		
Bathroom sub-flooring		x		
Cabinets/shelves		x		
Ceiling		x		
Doors		x		
Walls/tiles		x		

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<p>Landscaping</p> <p><i>See also Decorations</i></p>	x		<p>The Association will replace the landscaping in the front beds and common area beds as needed.</p> <p>Oct 2015 - If you plan to modify the appearance of your front planting area and are not sure whether it meets the association's standards, please contact a board member or the association's management company for guidance before you spend your money or time.</p>	<p>By-Laws Article V, Section 13 and 19, see amendment from Oct. 27, 1994, and Digest</p>
Common Areas	x			
Trees, Shrub Trimming	x			
Front of unit	x	x (if desired)	<p>Each spring, you will be asked whether you want to take care of your own front beds (mulching, weeding, trimming/pruning), or whether you want the association to be responsible.</p>	
Mulch in front of unit		x	<p>Oct 2015, the Association adds natural-colored, plant-based mulch to front planting beds when budget allows and it's deemed necessary. If a co-owner wishes to add mulch at his/her expense, the co-owner may do so, provided that the mulch is of a similar color and texture as the mulch the association uses.</p>	
Rear of unit		x	<p>Landscaping at rear of co-owner's unit is to be maintained by co-owner. If the landscaping is not maintained, the association may have it removed at co-owner's expense and grass planted. Weeds growing through the decking will also be removed by the Association.</p>	
Sprinkler Line in front bed	x		Oct 2015 - added	

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Pets			One dog (35 lbs. or less, unless approved by the Board of Directors) and one cat, or two cats. Pet owners must pick up their pet's droppings immediately. Co-owners are responsible for their pets when on Association property.	By-Laws Article VI, Section 5 and Digest
In unit		x		
On property		x		
Plumbing			The Association will be responsible for a plumbing issue if it is caused by a common element source (e.g., roof).	Master Deed Article IV, Section 4 (d); By-Laws Article V, Sections 4- 5
Leaking faucets – exterior	x			
De-humidifier/if installed		x	Oct 2015 - added	
Disposal		x		
Drains		x		
Leaking faucets – interior		x		
Malfunction fixture-interior		x		
Pipe leaks inside unit/walls		x		
Pipe noise		x		
Sump pump	x		Oct 2015 - This is an association responsibility. A sump pump and required electrical plug may be installed for standing water in a crawl space per the assessment completed at the request of the condo association.	
See also Crawl Spaces				
Toilet and seal		x		
Water damage/sewer backups		x		
Porch/Stoop (Front)			Snow removal on common asphalt/cement, parking areas, front porches, and sidewalks is the responsibility of the Association.	Master Deed Article IV, Section 4 (c, e); By-Laws Article V, Section 8

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General maintenance	x			
Light fixture/wiring	x		Oct 2015 - In 2013, all front light fixtures were replaced in the condo association. The new fixtures are easier for residents to replace the light bulbs as needed.	
Railing	x			
Snow removal	x			
Light bulb		x		Master Deed Article IV, Section 4 (e)
Porches (screened or enclosed)			Notify the Board of Directors for guidance and approval before starting construction to screen/enclose a deck. Converting a deck into a screened-in/ enclosed room may require an adjustment in the monthly association fee. If the conversion results in any damage to the unit, repairs will be the responsibility of the co-owner.	Master Deed Article IV, Section 3 and 4; By-Laws Article V, Section 6 and Article VI, Section 3. Also see amendment on July 21, 1994
Converting decks into ...		x	Oct 2015 - Co-owners have the option to remove their deck and add a patio made from pavers, bricks, cement, etc.	
Door		x		
Downspouts		x		
Roof		x		
Windows/Screens		x		
Roof & Gutters				Master Deed Article IV, Section 4 (c); By-Laws Article V, Sections 4-5, 8
<i>See also Porches (screened or enclosed).</i>				
Downspout repair, replacement	x			
Roof, gutters for unit (not additions)	x			

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Walls—Interior				Master Deed Article IV, Section 4, By-Laws Article V, Sections 4-5, 8
Leaks	x		The Association will be responsible for interior walls if the problem is caused by an exterior or common element source (e.g., roof).	
Cracking/settling		x		
Drywall popping		x		
Drywall repair		x		
Resident abuse		x		
Water			The Association is responsible for the payment of the exterior water usage of all units. The co-owner is responsible for the interior water usage. The water meter is in the unit's crawl space. The City of Milan is responsible for the water meter in the crawl space. The Co-owner is responsible to provide access to the crawl space as needed.	By-Laws Article V, Section 5 and Digest
Meter	x			
Heater		x		
Windows <i>See also Porches (screened or enclosed)</i>			**Must meet Association specifications.	Master Deed Article IV, Section 4 (b); By-Laws Article V, Section 4-5, 8, Article VI, Section 3
Caulking (exterior)	x			
Sill (exterior)	x			
Broken pane**		x		

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Frame**		x		
Grids (interior)		x	Co-owners can place grids in windows if desired. The grids are not required.	
Interior sill/weather stripping		x		
Lock/handle		x		
Screen repairs**		x		
Screen replacement**		x		
Seal (defective/fog)		x		
Window hardware (latch/hinge)		x		

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