ARBOR RIDGE MAINTENANCE RESPONSIBILITY CHART
Approved by the Board of Directors, September, 2026

This maintenance responsibility chart has been updated to reflect the needs of our community as we go forward. It clarifies the parties responsible for maintenance and/or repair of various areas pertaining to home ownership in Arbor Ridge.

Each section specifies whether an area is the responsibility of the homeowner, the HOA ("Association"), or another party, such as a public utility (e.g., Town of Penfield).

If an item is *not* listed as an Association responsibility, it can be assumed to be that of the homeowner, or possibly another public provider (e.g., Greenlight, MCWA, etc.)

As a homeowner, it is YOUR RESPONSIBILTY to read and learn what is contained in this chart, so that you can address any needs with the correct provider.

This chart can also be found on the Enumerate website for Arbor Ridge homeowners.

Arbor Ridge homeowners should also have been given a **"Offering Plan and Declaration"** document at closing, or have received it from previous owners. This is a complement to the Responsibility Chart and Rules and Guidelines documents, which are the foundations of the Association.

Questions should be addressed to Kenrick Management.

Thank you,
AR Board of Directors

ARBOR RIDGE HOMEOWNER ASSOCIATION, INC. 2026-2027

A. RESPONSIBILITY FOR BUILDING MAINTENANCE

ITEM/SERVICE	ASSOCIATION	HOMEOWNER	OTHER
Roof including materials and appurtenances	Replace/repair		
Exterior walls, **trim**, window and door trim only	Repair/replace, paint/stain		
Doors to outside (front, sliding, garage, walkout)		Repair/replace	
Front Door other than upgraded doors	Repaint any front doors -only standard color	Repair/replace	*See page 4
Front Door - Upgraded		Repair/replace/ paint/stain: all upgraded front doors	*See page 4
Exterior window sash, sills and trim	Paint	Repair/replace	
All glass		Repair/replace	
Exterior components of basement egress areas		Repair/replace	*See page 4
Storm doors		Repair/replace	Must be HOA approved
Screens, screen doors		Repair/replace	
Fireplace: vents, flue pipe, exterior caps, wall vents, roof vents and other parts.		Repair/replace/ cleaning	
Flue pipe, roof vents, for other than Fireplace	Repair/replace	Clean	
Bathroom Vents (to exterior only), Microwave Vent Caps	Repair/replace	Clean	
Gutters and downspouts including cleaning and connection to storm drain	Repair/replace, Clean		
Hose bibs, exterior and interior and portion in garage		Repair/replace	Homeowners cautioned to remove all hoses before cold weather

ARBOR RIDGE HOMEOWNER ASSOCIATION, INC. 2026-2027
A. RESPONSIBILITY FOR BUILDING MAINTENANCE CONTINUED

ITEM/SERVICE	ASSOCIATION	HOMEOWNER	OTHER
Garage carriage lamp fixtures, Front porch carriage lamp fixture	Repair/replace*	Cleaning of glass, replacement of bulbs, responsible for all damage other than storm damage.	Homeowners cautioned NOT to hang anything from Carriage Lights.
Front porch light fixtures other than Carriage Lamp fixtures *		Repair/replace	
Light fixtures on back of unit		Repair/replace	
Exterior elec. outlets, all interior electrical components, and all doorbell button(s)		Repair/replace	
Dryer interior pipe, boost fan, exterior vent cap		Clean, repair/ replace	**Routine Maintenance required! Clogged vents are a fire hazard**
Extermination - Interior		All insects and pests	Interior includes attic, basement, garage, etc.
Extermination - Exterior (unit & grounds only)	Bees, hornets, wasps	All other pests	**** see page 4
Mailboxes and enclosures	Repair/replace		Homeowners are responsible for any damage caused by guests, individual contractors, etc.
Address numbers	Repair/replace		
Deck structural components	Fascia boards only: Repair/replace	Repair/replace All except Fascia Boards	*See page 4
Decks surfaces, railing and stair treads		Repair/replace	*See page 4
Rear wooden steps	Paint or Stain stringers and risers only	Repair/replace	*See page 4
Deck privacy fences, patio privacy fences.	Paint or stain	Repair/replace	*See page 4

ARBOR RIDGE HOMEOWNER ASSOCIATION, INC. 2026-2027
A. RESPONSIBILITY FOR BUILDING MAINTENANCE CONTINUED

ITEM/SERVICE		ASSOCIATION		HOMEOWNER		OTHER
Patio enclosures and screens				Repair/replace Paint or Stain		
Concrete Stoops/Walkways				Repair/replace		
All approved changes added by owner				Repair/replace		
Garage floor; garage door weatherstripping				Repair/replace		
Heating / air-conditioning equipment including pad, flue, refrigeration lines				Repair/replace		Homeowners are advised to check with the HOA before replacing exterior units
Sewers, drains, water lines, and sump pump (within unit)				Repair/replace		
Storm water laterals		Repair/replace				
Sanitary sewer laterals		Repair/replace				
Water service laterals		Repair/replace				

* Unless damaged by homeowners / actions

** It should be understood that the repair and replacement of individual patios; paving, fences, deck surfaces, railings, fences, gates and rear steps, are the responsibility of the individual homeowner. Additionally, all egress doors, windows, and window well components are homeowner responsibilities.
The HOA does paint/stain ONLY the wooden deck fence surfaces on a regular basis, to maintain uniformity.

**** Removal of the treated and/or inactive wasp/hornet nests is the homeowner's responsibility.

Deck/fence stain- Benjamin Moore Arborcoat, and the color is #1232 "Fresh Brew"
Front Door paint: Sherwin Williams exterior acrylic latex, color is #6034 "Dark Auburn"

***Treatment of personal property (e.g. Patio furniture) is not included.
*** Removal of the treated and/or inactive wasp/hornet nests is the homeowner's responsibility.

Note: The removal and / or replacement of any decking, railing, screen and / or any other enclosures is a homeowner expense and requires an approval variance request. The HOA only repairs the external fascia boards, no other deck components.

ARBOR RIDGE HOMEOWNERS' ASSOCIATION, INC. 2026-2027
B. RESPONSIBILITY FOR GROUNDS AND LANDSCAPE

ITEM/SERVICE	ASSOCIATION	HOMEOWNER	OTHER
Roads/Drives	All		
Grass, Trees/shrubs - Planted by the builder or HOA	All		
Trees / Shrubs - Homeowner planted		All	
Community Sidewalks along Balmoral Drive			Town of Penfield
Private Drive Sidewalk along Sonoma Drive			Town of Penfield
Street lighting - Private Roadways	All		
Street lighting - Public Roadways			Town of Penfield
Snow Removal	Private Roads, Homeowner Driveways, HOA Parking Areas		
Storm water and sanitary sewer mains			Town of Penfield
Dedicated water mains			MCWA
Electric Services			
Pad mounted transformer			RG&E
Underground Service laterals from transformer to meter		All	
Meter Box		All	This is the metal unit that the electrical meter is mounted on - outside your unit
Electrical meter			RG&E
Gas Service: Underground lines, gas meter			RG&E
Telephone lines			Frontier
Cable TV & internet lines			Cable company, Internet company

ARBOR RIDGE HOMEOWNERS' ASSOCIATION, INC. 2026-2027

C. RESPONSIBILITY FOR INSURANCE

ITEM/SERVICE	ASSOCIATION	HOMEOWNER	OTHER
Property and Casualty Insurance	All		
Liability insurance for all common areas	All		
Directors' and Officers' liability insurance	All		
Insurance to cover full repair or reconstruction work on all townhomes from a covered loss	All		
Individual content / liability insurance		All	
Value of any improvements made to a unit after closing		All	

Note: It shall be the responsibility of each homeowner at his / her own expense to provide as they see fit homeowner's liability insurance, theft and other insurance protection covering personal property damage or loss. Homeowners are reminded that the general HOA policy only covers their unit "as built", any additions, modifications, or improvements made after closing are the responsibility of the individual homeowners.