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| **ITEM** | **HOMEOWNER** | **ASSOCIATION** |
|  |  |  |
| **Landscaping** |  |  |
| Lawns & Weed Control |  | Mow & maintain |
| Trees & Shrubs |  | Trim, maintain, replace |
| Leaves - remove | As desired | Lawns, walkways, driveways |
| Plantings by homeowner (in common areas) | Variance required Total responsibility of unit owner | Must approve variance |
|  |  |  |
| **Snow removal & Related** |  |  |
| Drive ways & parking areas |  | Contracted service |
| Sidewalks Walkways & stairs |  | Contracted service |
| De-ice stairs & Stoop | As desired | Provide buckets of de-ice agent |
| Icicle buildup |  | Call Kenrick if dangerous |
|  |  |  |
| **Trash Removal** |  |  |
| Weekly service |  | Contracted removal |
| Non-standard item pickup | Request service, pay fee |  |
|  |  |  |
| **Driveways & Parking Areas** |  |  |
| Driveways & parking areas |  | Seal, repair, replace |
| Sidewalks |  | Maintain |
| Walkways & stairs |  | Maintain |
|  |  |  |
| **Windows** |  |  |
| Frames & caulking | Interior | Exterior |
| Glass & hardware  Screens & storms | Maintain, repair, replace Requires variance from homeowner to change | Must approve variance |
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| **Mailboxes** |  |  |
| Locks & keys | Contact Locksmith |  |
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| **Doors** |  |  |
| Hardware & doorbell |  | Maintain, repair, replace |
| Condo outside entrance doors |  | Maintain, repair, replace |
| Individual unit entrance doors | Maintain, repair Replacement Requires a variance | Must approve variance |
| **ITEM** | **HOMEOWNER** | **ASSOCIATION** |
| Sliding or other door into patio and balcony | Maintain, repair Replacement  Requires a variance | Must approve variance |
| Storm & screen doors | Maintain, repair Replacement  Requires a variance | Must approve variance |
|  |  |  |
| **Utility wires, pipes, etc.** |  |  |
| Electric & gas lines | Inward from meter | Exterior to meter RG&E |
| Electric & gas meters |  | RG&E |
| Cable TV | Maintain, repair, replace |  |
| Water lines | Interior | Exterior–association/MC or MCWA |
|  |  |  |
| **Lights - exterior** |  |  |
| Balcony, patio | Bulb |  |
| Yard pole lamp, Garage, hallway |  | Maintain, repair, replace |
|  |  |  |
| **Condo – exterior related** |  |  |
| Roof incl. flashing & gutter related |  | Maintain, repair, replace |
| Vents | Inside unit | On roof |
| Patios & Balconies | Maintain, repair carpet, clean, remove moss | Repair to railing and/or structure for damage not caused by owner |
| Dryer Vents | Maintain, repair, replace |  |
|  |  |  |
| **Condo - interior related** |  |  |
| Fireplace & related expense | Maintain, repair, replace |  |
| Fixtures & Improvements | Maintain, repair, replace |  |
| Plumbing inside unit | Maintain, repair, replace |  |
|  |  |  |
| **Condo-Common Area** |  |  |
| Any additions or improvements | Maintain, repair, replace. Requires a variance | Must approve variance |
|  |  |  |
| **Garage** |  |  |
| Garage Service door |  | Maintain, repair, replace |
| **ITEM** | **HOMEOWNER** | **ASSOCIATION** |
| Overhead garage door | Maintain, repair Replacement  Requires a variance | Must approve variance |
| Cement slab floor and Walls | Sweep as desired | Maintain, repair, replace |
| Floor Drains |  | Maintain, repair, replace |
| Support Poles |  | Maintain, repair, replace |
|  |  |  |
| **Storage Room** |  |  |
| Water, electric, heating, cooling | Maintain, repair, replace |  |
| Drains & sump pump |  | Maintain, repair, replace |
|  |  |  |
| **Utility Space under C Unit** | **Not for storage** |  |
| Water, electric, heating, cooling | Maintain, repair, replace by  Respective Unit owner |  |
|  |  |  |
| **Utility Space under Hallway** | Not for storage | Maintain, repair, replace |
|  |  |  |
| **Pest control & animals** |  |  |
| Termites, carpenter bees/ants | Interior | Exterior |
| Other insects, rodents & birds | Interior | Exterior |
| Pets | Total responsibility | Enforce association rules |
| Other animals | Contact town animal control | No responsibility |
|  |  |  |
| **Insurance** |  |  |
| Condo Bldg. and common area |  | Maintain Property and Liability |
| Personal property & contents | Total responsibility | No responsibility |
| Personal liability & umbrella | Total responsibility | No responsibility |
| Chair Lifts – (Elevator Chairs) | LWS Variance required, Also requires a permit from the Town of Greece, owner must have chair lift inspected twice per year, must remove chair when selling condo and repair any damage to common area | Must approve variance |