

WoodCreek HOA Maintenance Responsibility Matrix

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Maintenance	Association	Homeowner	Other	Policy #
Chimneys and Fireplaces				
Chimney Cover/Cap		X (variance req'd)		
Exterior Components	X			
Interior Components and Cleaning		X		
Liner	Original	Replacement (variance req'd)		
Structural Framing, including mortar, flashing and bricks	X			
Gas fireplace		X (variance req'd)	Town of Pittsford	
Common Areas				
Grass mowing, reseeding	X			
Mailboxes		X		
Mailbox frame, repair and painting	X			
Roads except WCD	X		Town of Pittsford	
Sidewalks	X			
Driveways	X			
Concrete Floors				
Basement		X		

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Front Sidewalk and Stoop	X			
Garage		X		
Decks, Patios, Privacy Fences				
Additions/Modifications/Enlargements made by current/previous homeowners		X (variance req'd)		
All homeowner installed improvements		X (variance req'd)		
Original/ HOA replacement	X			
Structure, including steps	X Original	X (variance req'd)		
Coverings on deck flooring		X (variance req'd)		Policy 1.31
Awnings		NOT PERMITTED		
Sun shields on deck/patio		X only free-standing allowed		Policy 1.32
Patio—additional (paver, etc.)		X (variance req'd)		Policy 1.34
Cleaning		X (variance req'd)		Policy 1.30

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Exterior Doors				
All locks and door hardware		X		
Doorbell		X (variance req'd)		
Entrance door replacement		X (variance req'd)		Policy 1.15
Exterior painting, staining, caulking	Original	Color change (variance req'd)	See pg. 5	
Frames		X (variance req'd)		
Trim molding	Original	X (variance req'd)		
House Numbers (black only)	X			
Storm and Screen		X (variance req'd)		Policy 1.17
Weather-stripping		X		
Garage Interior Door		X		
Garage Door (exterior)		X (variance req'd)		Policy 1.18
•Hinges, springs, tracks, cables		X		
•Lifting mechanism (opener)		X		
•Painting	Original	X (variance req'd)		
Exterior Lighting				
Any/all additional exterior lighting installed by homeowner, including motion detectors		X (variance req'd)		Policy 1.35 Policy 1.36
Front door lights and bulbs	X (fixture)	X (bulbs)		

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Garage exterior lights and bulbs	X (fixture)	X (bulbs)		
Deck/patio lights (railing) and bulbs	X (fixture)	X (bulbs)		
Rear door exterior lights (carriage) and bulbs	Original (fixture)	Replacement (fixtures & bulbs) (variance req'd)		
Front Porch				
Porch light (repairs and replacement)	X (fixture)	X (bulbs)		
Structural integrity	X			
Carpet on porch		X (variance req'd)		Policy 1.29
Insurance				
Improvements/betterments made by homeowner		X		
Personal Contents, Liability, Umbrella		X		
Structures, Common Areas Master, Fire and Liability	X			

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Plumbing, Heating, & Cooling				
Exterior plumbing, i.e. main line into unit	X	Owner must not contribute to problem	Town of Pittsford	

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Interior plumbing		X		Policy 1.41
Hose bib (outside faucet), leaks		X (variance req'd)		
Master water meter	X			
AC pad, leveling		X (variance req'd)		
AC pad and unit replacement		X (variance req'd)		
AC unit, painting		X (variance req'd)		Policy 1.12
Emergency generators		X (variance req'd)	Town of Pittsford	Policy 1.13
Rainwater, Snowmelt, and Sumps				
Catch basins, laterals and downspouts	X			
Gutters	X			
Damage due to ice damming, rain, snowmelt (exterior & interior)	X			
Grading of soil around units	X			
Sump pumps and check valves		X		
Roofs				
Flashing/drip edge	X			

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Roof & soffit vents	X			
Shingles	X			
Sheathing	X			
Underlayment	X			
Power roof ventilator or homeowner added		X (variance req'd)		Policy 1.27
Insulation		X		
Solar Lighting Tubes		X (variance req'd)		Policy 1.25
Skylights (considered <i>window lights</i> -conflict in Declaration)	Original 50/50	X (variance req'd)		Policy 1.26
•Exterior caulking/flushing	X			
*Glass/Plexiglass/Plastic		X		
*Interior		X		

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Services and Infrastructure				
Snow removal & de-icing sidewalks, stoops, & porches (3 inches)	X			

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Snow removal (roads and driveways, except Wood Creek Drive)	X		Town of Pittsford (WCD)	
Refuse and recycling	X	X (over-sized or special items)		
Electric lines, meter into house		X	RG&E	
Electric lines, junction box to meter	X		RG&E	
Gas lines, interior		X	RG&E	
Gas lines, exterior (grills, heaters, etc.)		X (variance req'd)	Town of Pittsford	
Gas and Electric meters/gas lines to house	X		RG&E	
Exterior building maintenance threat (termites, bees, birds, wild animals & rodents) that could affect structural integrity of unit/lawn	X	Homeowner must not contribute to or attract pests		Policy 1.47
Insects, birds, wild animals or rodents, interior		X		Policy 1.47
Roads, Driveways and Sidewalks				
Driveways, repair, replace or seal	X			
Sidewalks, repair or replace	X			
Sewage				
Basement cleanout		X		
Internal problems		X		
Storm & sanitary pipes in house	X			

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Vents and Fans				Policy 1.25
Furnace & Water Heater vents		X (variance req'd)		Policy 1.14
Bathroom vents, fan	X (roof only)	X (variance req'd)		
Bathroom vents, internal		X		
Sewer roof vents	X			
Soffit vents	X			
Bird nest in vents-external	X			
Kitchen vents	Original (exit only)	X (variance req'd)		
Dryer vents	X (exterior only)	X (variance req'd)		
Interior fans (venting to outside)		X (variance req'd)		
Power Ventilator		X (variance req'd)		Policy 1.27

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Walls				
Block wall structural integrity (party wall)		X		
Block wall waterproofing		X		
Basement foundation structural integrity		X		
Exterior siding and related trim (soffits, drip edges, etc.)	X			

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Exterior caulking, painting, staining	X	X variance req'd for color change – 2 nd coat of paint at Owner cost - full cost if not at scheduled paint time		Policy 1.16 (front door)
Steel basement columns		X		
Windows				
Glass and sash (includes washing & repair)		X (variance req'd)		Policy 1.19
Replacement		X (variance req'd)		Policy 1.19
Window grilles & frames (interior)		X		Policy 1.20
Window hardware (hinges, locks)		X		
Basement window well (where accessible)	X			
Emergency egress window & cover		X (variance req'd)		Policy 1.22
Landscaping/Trees/Shrubs				Policy 1.09
Common areas, except annual/perennials planted by homeowners	X	X (variance req'd for perennials in corner bed & yard areas)		& Policy 1.10
Mulch, fertilize lawns, shrubs, and trees	X	dark brown mulch (variance req'd)		
Annual/perennials planted by homeowners		X (perennials-variance req'd)		
Courtyard Maintenance	X	(variance req'd)		
Backyard deck/patio landscaping		X (variance req'd)		
Pruning backyard, owner installed		X (variance req'd)		

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Miscellaneous				
Shutters	Original	X (variance req'd)		
Window boxes (removable preferred)		X (variance req'd)		Policy 1.23
Satellite Dish		X (variance req'd)		Policy 1.28
Hot tubs		NOT PERMITTED		
Bird Feeders		X (variance req'd)		Policy 1.46
Security Signs		X free standing only		Policy 1.42