

**ROSE HOLLOW CONDOMINIUM ASSOCIATION
RESPONSIBILITY LIST – 2022**

The following is a list of individual unit owner and Association's maintenance, repair and replacement responsibilities. Each member is responsible for maintaining their unit and the property owned or assigned to them. The Association is responsible for maintaining the common ground and the exterior of the buildings. The membership and the Association share jointly in maintaining the limited common elements, which are assigned to individual unit owners.

Maintenance functions include keeping items neat, clean and in their original condition. For balconies, this would include applying wood sealers or paint. **Repairs** are defined as the physical activity to fix a damaged or broken item. **Replacement** would be the structural repair or complete replacement of an item. Homeowners who desire any exterior improvement or replacement to their individual common elements must receive prior approval from the Rose Hollow Association Board of Directors. If you have any questions concerning your responsibilities, please contact Continental Property Management Company at 215-343-1550.

For more information see www.rosehollow.org or the Rose Hollow handbook.

UNIT OWNER PROPERTY	HOMEOWNER	ASSOCIATION
A/C Units/Related Wires & Pipes -		
Maintenance, Repairs, Replacement, Pad under Unit	X	
Alarm Systems (Private Units) -		
Maintenance, Repairs, Replacement	X	
Appliances/Hot Water Heater -		
Maintenance, Repairs, Replacement	X	
Chimney/Fireplace -		
Repairs, Cleaning	X	
Flashing, Leaks, Original Chimney Caps		X
Gas fireplaces insert Chimney Cap	X	
Dryer Vents -		
Cleaning, Repairs, Interior duct repairs/replacement	X	
Exterior dryer vent cover (replace with white or gray color)	X	
Doors (Entry, (all units), Utility-A, Sliding-A, Balcony-B) -		
Painting Outside (on scheduled basis – door and exterior trim)		X
Painting Inside, Locks & Hardware	X	
Maintenance, Repairs, Replacement of doors and wood trim	X	
Doors (Garage, including interior door rails and power opener) -		
Painting (on scheduled basis – door and exterior trim)		X
Homeowner may paint trim and cap wood trim as needed	X	
Maintenance, Repairs, Replacement of doors and wood trim	X	
Storm Doors (Entry and Balcony-B) -		
Maintenance, Repairs, Replacement of doors and wood trim	X	
<i>All Doors must be approved by Association prior to install</i>	X	
<i>*See last page for details on flashing repair or replacement for all doors</i>		
House Numbers (plate located on all front fences) -		X

UNIT OWNER PROPERTY (continued)	HOMEOWNER	ASSOCIATION
Lights - Entry, (all units) Balcony-B, Rear-A -		
Maintenance, Repairs, Replacement, Bulb Replacement	X	
<i>Spotlights prohibited all units all exterior light locations</i>		
Sewer Line - Joint A & B units		
Cleaning, Repairs and Replacement of unit line from building to street connection	X	
	X	
Shrubbery/Trees -		
Inside all fenced enclosed areas (front, side and rear, all units)	X	
Along garage wall for all A units	X	
<i>See handbook for trimming and maintenance guidelines</i>		
Sidewalks (Private - From driveway to unit entry)		
Snow Removal, Repairs, Concrete Replacement	X	
<i>Replace with same concrete material and color</i>		
Stairway & Volume Space (From Exterior to 2 nd floor B unit) -		
Maintenance, Repairs, Replacement	X	
Water Pipes -		
Maintenance, Repairs, Replacement	X	
Water Spigot -		
Repairs, Replacement, Winterize/Summerize	X	
Windows & Frames (includes exterior wood trim) -		
Glass & Unit Repair/Replace, Wood trim Repair/Replace	X	
Flashing Leaks, Re-caulking (one year after installation)		X
<i>Exterior wood trim must be capped when window is replaced</i>	X	
<i>*See last page for details on flashing repair or replacement for all windows</i>		
LIMITED COMMON ELEMENTS	HOMEOWNER	ASSOCIATION
Balconies (B units) -		
Snow Removal, Neat/Clean, Maintain and Replace wood trim around exterior and interior balcony openings	X	
	X	
Painting (w/Association approved color)		X
Structural Repairs, Railing Maintenance and Replacement		X
Structural Repairs, Flooring Maintenance and Replacement		X
<i>*See last page for enclosed balcony maintenance/repairs</i>		
Decks -		
Snow Removal, Neat/Clean	X	
Waterproofing (w/Association approved color)	X	
Painting (w/Association approved color)	X	
Staining (w/Association approved color)	X	
Structural Repairs, Maintenance, Replacement	X	
Driveways -		
Snow Removal, Resealing, Repairs, Replacement with asphalt	X	
Snow Removal from Apron, Apron Replacement		X

LIMITED COMMON ELEMENTS (continued)	HOMEOWNER	ASSOCIATION
Exterminating -		
Inside Home, Exterior attached to Deck/Balcony	X	
Outside, adjacent to Building or Common Ground		X
Fences - Patios		
Maintenance, Repairs, Replacement	X	
Plantings & Weeding all enclosed fence areas	X	
Plantings & Weeding along garage wall for all A units	X	
Patio within fenced areas, Repair, Maintain, Replacement	X	
<i>All Fence/Gates must be replaced with vinyl material</i>	X	
Roof Sewer Vent Pipe -		
Flashing Leaks, Flashing replacement around pipe		X
Replacement (interior of unit through/above roof)	X	
ASSOCIATION PROPERTY - BUILDING	HOMEOWNER	ASSOCIATION
Gutters, Downspouts and Splash Blocks -		
Cleaning, Repairs, Replacement		X
Roofs -		
Shingle Repairs, Replacement		X
Flashing Repairs, Replacement, Roof Leaks		X
Sub-Roofing, Entire Roof Replacement		X
Interior damage to unit and/or sheetrock - Replace or Repair	X	
Siding -		
Re-caulking		X
Maintenance, Repairs, Replacement		X
Soffits/Fascia -		
Maintenance, Repairs, Replacement		X
Unit Structure -		
Foundation & Slabs		X
ASSOCIATION PROPERTY - GROUNDS	HOMEOWNER	ASSOCIATION
Common Roads -		
Snow Removal, Repairs, Replacement	TOWNSHIP	TOWNSHIP
Curbs -		
Repairs & Replacement		X
Entrance Signage (Rose Hollow Signs) -		
Maintenance, Repairs, Replacement		X
Lamp Posts/Site Lighting -		
Painting		X
Maintenance, Repairs, Replacement		X
Retaining Walls -		
Maintenance, Repairs, Replacement		X

ASSOCIATION PROPERTY – GROUNDS (continued)	HOMEOWNER	ASSOCIATION
Sewer Lines -		
Repairs, Replacement of Common Main Line		X
Sidewalks (Common – street side, and interior path)		
Snow Removal, Repairs, Replacement		X
Street Signage -		
Maintenance, Repairs, Replacement	TOWNSHIP	TOWNSHIP
ASSOCIATION PROPERTY – LANDSCAPING	HOMEOWNER	ASSOCIATION
Detention Basins/Swales -		
Mowing, Maintenance	TOWNSHIP	TOWNSHIP
Lawn Maintenance -		
Mowing, Chemical Applications, Reseeding, Leaf Removal		X
Tree & Shrubbery Beds -		
Mulching, Weeding, Leaf Removal, Chemical Application		X
Trees & Shrubbery -		
Spraying/Fertilization, Trimming, Replacement		X
ASSOCIATION PROPERTY – RECREATIONAL	HOMEOWNER	ASSOCIATION
Clubhouse -		X
Swimming Pool, Decking, Grounds & Swimming Pool Fencing -		X
Tennis Court & Tennis Court Fencing -		X
OTHER	HOMEOWNER	ASSOCIATION
Fire Hydrants -		
Maintenance	TOWNSHIP	TOWNSHIP
Mailbox -		
Mailboxes, Stands, Number Plates, Repairs, Replacement		X

*** Important Details/Info:**

B unit balconies enclosed by homeowner are entirely homeowner's responsibility. This includes structural, railing and flooring, exterior and interior wood trim around openings. Painting and siding repair.

Flashing leaks/repairs within one (1) year after window or door installation are homeowner/contractor responsibility. Beyond one (1) year window or door installation warranty period it is the Association responsibility for flashing leaks/repairs.