

Putnam Village Condominium Association RESPONSIBILITY CHART

(Updated Oct 2018)

NOTE: The Association has responsibility to maintain the Common Areas and Facilities on behalf of all of the Owners. Below is an informational guideline for your reference. If this chart conflicts with the Declaration and/or the Code of Regulations, the Declaration and/or the Code of Regulations will always take precedence.

Component	Association Responsibility	Owner Responsibility
Roof Shingles/Built-Up Roofing and Underlying Plywood	Repair, Replacement	None
Roof Rafters/Beams	Contract to Repair if Found Deficient	Will Be Billed for Cost of Repair
Gutters, Downspouts, Drain Systems, Splash Blocks and Window Wells	Cleaning, Repair, Replacement	None
Building Exterior	Maintenance, Repair, Replacement	None
Exterior Aluminum, Wood Trim, Soffits, Mansards	Maintenance, Repair, Replacement	None
Heater Chimney Flue, Fireplace Chimney Flue, Hearths	None	Cleaning, Repair, Replacement
Window Glass, Screens, Window Frames, Patio Sliding Glass Door and Frame	None	Cleaning, Repair, Replacement

Component	Association Responsibility	Owner Responsibility
Front Entrance Door, Sidelight(s) and Frame Assembly	Maintenance, Minor Repairs	Major Repairs, Replacement
Outside HVAC Equipment & Associated Electrical and Piping Connections	None	Repair, Maintenance, Replacement
Exterior Unit Light Fixtures	Maintenance, Repair, Replacement	Lightbulbs
Exterior GFI Electrical Outlet at Entrance	Repair, Replacement	None
Outside Wood or Cement Deck and Railings	Repair, Replacement	Cleaning
Wood or Metal Fencing	Repair, Maintenance, Replacement	None
Outside Water Faucet, Front & Rear	Repair, Maintenance, Replacement	Winterize Between Nov 1 & Mar 31 to Prevent Freezing (Instructions on Website)
Other Exterior Unit Components Not Listed On This Chart	Repair, Maintenance, Replacement	None
Plumbing, Electrical & Other Utilities Located inside the Unit or On The Lot and Not Provided By The Utility Company	None	Maintenance, Replacement

Component	Association Responsibility	Owner Responsibility
Basement Cement Floor	None	Repair, Replacement
Everything Located Inside the Defined Unit Boundaries (See "Declaration")	None	Repair, Maintenance, Replacement
Cement Sidewalks	Snow Clearing, Ice Melting, Repair, Maintenance, Replacement	None
Unit Entranceway	Snow Plowing, Ice Melting, Repair	None
Landscape Material	Maintenance, Mulching, Replacement	Watering
Lawn or Turf	Mowing, Trimming, Fertilization, Weed Control, Aeration	Watering
Parking Lots	Repairs, Paving, Seal Coating, Line Stripping, Replacement	None
Street & Parking Lot Lighting	Electricity, Bulb Replacement, Repair, Maintenance	None
Entrance Signs, Structures, Lighting	Electricity, Maintenance, Replacement	None
Mailboxes, Concrete Pad	Repair, Replacement	None
Storm Water Drainage	Maintenance	None

Component	Association Responsibility	Owner Responsibility
Sewer Laterals	Maintenance, Repair, Replacement (Except Where Township is Responsible)	Camera Inspection Before Sale of Unit
Black Iron Railings Located in Common Areas	Maintenance, Repair, Replacement	None
Black Iron Railings Located at Unit Entrance	None	Maintenance, Repair, Replacement
Plastic Bubble Over Basement Window Wells	Maintenance, Repair, Replacement	None
Dryer Vents at Ground Level	Maintain Unobstructed Vent Outlet	Maintenance, Repair, Replacement
Heater Fuel Oil Inlet and Vent Piping	Maintain Access to Outside Piping	Repair, Replacement