

Use this guide prior to calling for work to be done in and around your unit.

Condo X Homeowners Association		approved 11/9/09	
<i>If you have questions or need instructions, call the office.</i>			
<u>Items</u>	<u>Association</u>	<u>Homeowner</u>	<u>NOTES</u>
Address Numbers	X		
Air Conditioning		X	
Antenna		X	
Appliances		X	
Balcony		X	Architectural Variance Application must be submitted for Condo Board approval.
Bushes-Common	X		Landscape Commission and Board Approval required for any landscaping modifications made on the property. A variance form must be submitted for review.
Bushes-Unit		X	Homeowners may plant within the limited common elements within Landscape guidelines.
Cable-TV	X	X	Master Association pays for a specific LBS cable package (about 50 channels); anything above this package is paid for by unit owner.
Chimneys external	X		Condo X is responsible for the external maintenance of the chimney
Chimneys internal		X	The HO is responsible for maintenance and cleaning the flu piping.
Common Element Jurisdiction	X		
Decks		X	Architectural Variance Application must be submitted for Condo Board approval.
Door Bells		X	
Doors-Entry		X	Manor Home Common Entry Doors = Association
Doors-Unit		X	
Driveways	X		
Dryer-Vents- Internal Piping		X	HO is responsible for maintenance / replacement / cleaning of dryer vent pipes.
Dryer Vent - External Flapper	X		Condo X will replace / repair the external louvor or flapper for the dryer vent
Dumpsters		x	<u>See Condo X policy</u>
Partition fence	X	X	<u>See Condo X policy</u>
Fire Place		X	

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Front Porch Entry Stoop	X		
Garbage			LBSHOA has contracted to pickup Garbage and recylables at the edge of Shoreline Road. See Rules and Regs Handbook for specifics. Large items and appliances are special pickup items and costs are the responsibility of the HO.
Garage Doors		X	Condo X under some circumstances may with the reinstallation of existing garage door siding. HO is responsible for maintenance / repair / replacement of all parts of an automatic garage door opener.
Fence and Courtyard Gates		X	HO is responsible for the gate and the gate hardware. Condo X is responsible for the Gateposts.
Gutters	X		
Heating		X	
Keys-Entry		X	
Keys-Garage		X	
Keys-Unit		X	
Landscaping	X		Landscape Commission and Board Approval required for any landscaping modifications made on the property. A variance form must be submitted for review. Landscape Commission is the only entity that may landscape in the common elements
Mailboxes	X		Owners are responsible for keys; Association responsible for maintenance.
Painting Exterior	X		
Painting Interior		X	
Painting Exterior Doors		X	Change in Colors must be approved by Condo X board.
Patio		X	Landscape Commission and Board Approval required - Variance Application
Pest control Exterior	X		
Pest Control Interior		X	
Plumbing-Backup		X	<u>See Condo X policy (presently under review)</u>
Plumbing-Fixtures		X	
Plumbing leak - Damage		X	The HO unit that had the plumbing leak is responsible for damage to all units effected.

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Plumbing-spigots	X	X	A spigot serving more than 1 unit will be replaced / repaired by the Condo. Spigots serving one unit or located in the limited common element or garage is HO responsibility.
Plumbing -Sump Pump	X		
Plumbing-Sewer Ejector pump		X	
Ponds	X		
Privacy wall between units			See Condo X Policy
Roofs	X		
Sidewalks	X		
Skylights		X	
Snow Removal	X		Association does not shovel sidewalks and limited common elements; driveways are cleared after a snow of 2" or more.
Storm Doors		X	Architectural Variance Application must be submitted for Condo Board approval.
Streets	X		
Trees-Common	X		Landscape Commission and Board Approval required for any landscaping modifications made on the property. A variance form must be submitted for review.
Trees-Parkway	X		Landscape Commission and Board Approval required for any landscaping modifications made on the property. A variance form must be submitted for review.
Trees-Unit		X	Landscape Commission and Board Approval required for any landscaping modifications made on the property. A variance form must be submitted for review.
Walls-Interior-Damage		X	
Water-Heaters		X	HO is responsible for installing a drain pan under Hot Water Heaters before the unit is sold.
Window Replacement		X	Architectural Variance Application must be submitted for Condo Board approval.
Window Cleaning		X	
Window Well Cleaning		X	

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Wires on exterior of Building		X	Sat, Cable and telephone are allowed with Board Approval only and wires must be painted the same color as the building.
Work Order requests		X	