

## **SWEET BRIAR CONDOMINIUM ASSOCIATION**

The following is a list of the unit owner and Association's maintenance, repair and replacement responsibilities. Basically, 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 owners.

Maintenance functions include keeping items neat, clean and in their original condition. For balconies, this would include applying wood sealers. Repairs are defined as the physical activity to fix a damaged or broken item. A replacement would be the structural repair or complete replacement of an item. If you have any questions concerning your responsibilities, please contact the Association or the management company at 215-343-1550.

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
<b><u>UNIT OWNER PROPERTY</u></b>		
A/C Units/Related Wires & Pipes		
Repairs, Maintenance & Replacement	X	
Alarm Systems (Private Units)		
Maintenance, Repairs & Replacement	X	
Appliances/Hot Water Heater		
Maintenance, Repairs & Replacement	X	
Basements		
Water Seepage	X	
Sump Pumps (Maintenance, Repairs & Replacement)	X	
Doors (Entrance) & Frames		
Painting Outside (on scheduled basis-attached homes only)		X
Painting Inside, Locks & Hardware	X	
Maintenance, Repairs & Replacement	X	
Doors (Sliding & Storm)		
Maintenance, Repairs & Replacement	X	
Dryer Vents		
Cleaning, Repairs & Replacement	X	
House Numbers	X	
Lights/Entrance		
Maintenance, Repairs & Replacement	X	
Light Bulb Replacement	X	

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Sewer Line (Private)		
Cleaning, Repairs and Replacement of Unit Line	X	
Water Pipes		
Maintenance, Repairs & Replacement	X	
Water Spigot		
Repairs, Replacement & Winterize/Summerize	X	
Windows & Frames		
Glass/Unit Replacement & Frame Repairs	X	
Flashing Leaks & Re-caulking (attached homes only)		X
<b><u>LIMITED COMMON ELEMENTS</u></b>		
Exterminating		
Inside Home	X	
Outside Attached to Building (attached homes only)		X
Common Ground		X
Patios/Porches/Privacy Fences		
Maintenance, Repairs, Replacement	X	
Roof Sewer Vent Pipe		
Flashing Leaks (attached homes only)		X
Replacement	X	
<b><u>ASSOCIATION PROPERTY – BUILDING (attached homes only)</u></b>		
Gutters, Downspouts and Splash Blocks		
Cleaning, Repairs & Replacement		X
Roofs		
Shingle/ Flashing/ Ridge Vent Repairs & Replacement		X
Roof Leaks, Sub-Roofing & Entire Roof Replacement		X
Siding		
Maintenance, Repairs & Replacement		X
Trim & Soffits		
Maintenance, Repairs & Replacement		X
Unit Structure		
Foundation & Slabs		X
<b><u>ASSOCIATION PROPERTY – GROUNDS</u></b>		
Common Roads, Parking Areas, Curbs		
Snow Removal, Repairs & Replacement		X

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Entrance Signage		
Maintenance, Repairs & Replacement		X
Lamp Posts/Site Lighting		
Painting, Maintenance, Repairs & Replacement		X
Sewer Lines (Common)		
Vent Cap Replacement		X
Cleaning, Repairs & Replacement		X
Sidewalks		
Snow Removal		X
Maintenance, Repairs & Replacement (attached homes only)		X
Street Signage		
Maintenance, Repairs & Replacement		X
<b><u>ASSOCIATION PROPERTY – LANDSCAPING</u></b>		
Detention Basins/Swales		
Mowing & Maintenance		X
Lawn Maintenance		
Chemical Applications, Mowing & Leaf Removal		X
Reseeding/Re-sodding (attached homes only)		X
Tree & Shrubbery Beds		
Mulching, Weeding & Leaf Removal		X
Chemical Applications		X
Trees & Shrubbery		
Spraying/Fertilization, Trimming		X
Replacement (attached homes only)		X
<b><u>OTHER</u></b>		
Fire Hydrants – Maintenance	TOWNSHIP	
Mailbox		
Individual Boxes, Locks & Keys	POST	OFFICE
Sanitary Sewer Lines	SEWER	AUTHORITY
Water Mains	SEWER	AUTHORITY