

Stonehaven Condominium Association Responsibility Matrix**Updated: 05June2023**

Item	Association	Co-Owner	Comments	Master Deed and By-Laws References
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The original Matrix date: 07/31/2007. Updates provided in Oct/Nov 2015, April 2016, and June 2023
See cover sheet for the Association's maintenance, repair, and replacement guidelines with Matrix

Items in the Matrix

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3. Appliances
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Note: In 2023, references to the By-Laws Digest 2007 v2 were removed. This out-of-date reference document is retired. A change request must be submitted to the Board of Directors for approval if a Co-Owner wishes to make a change outside his/her unit in a common limited area or on Association property/area of responsibility. In 1994 and 1995, the Association approved amendments to the By-Laws and additional rules. These changes are noted on a separate document that is in the back of your Master Deed and By-Laws.

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1.Air Conditioner			Co-Owners are encouraged to protect the unit from accidental lawn maintenance damage by surrounding it with mulch, pavers, landscaping, etc.	Master Deed Article IV, Sections 2 (c) and 4 (a, d)
Compressor		x		
Blower/fan		x		
Leveling of unit		x		
2.Alarms, Smoke Detectors				
Battery		x		
Hardware		x		
3.Appliances		x		By-Laws Article V, Section 4
4.Communications & Membership	x	x	2023 additions:	By-Laws Article I, Section 2
Board of Directors Meetings	x	x	The Board of Directors meet @ eight times a year at a Board Members home. All Condo Owners and Renters are welcome to discuss their concerns, repairs, or to request the Board's approval for a specific condo item.	
Directory	x		The Association's Directory is mailed and emailed to all Co-Owners and Renters at least twice a year. Please provide your current phone number(s) to a Board Member timely.	
Finances	x	x	Pinnacle Condominium Management works with our Board of Directors and Co-Owners. Co-Owners will contact Pinnacle Condominium Management with any financial questions. Financial updates are mailed to all Co-Owners twice a year with the annual report and next year's budget updates.	

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Mailings and Emails	x	x	The Board of Directors prepares mailings as needed to communicate updates to the Association and vendors. Emails and text messages are used to stay connected with our Association and vendors. Please provide your current email address and mobile phone number to a Board Member. Before April, each Co-Owner will be asked to complete a survey if they would like weeding and pruning in their front beds. Mulch is usually provided by the Association every other year to the front beds, if approved by the Co-Owner, and the common area beds and around the trees. Ballots are collected from the Co-Owners each year to elect the Board of Directors.	
Requests for Changes or Repairs		x	Co-Owners are responsible for communicating with a Board Member if they have any repair requests as noted in this document. Co-Owners are required to have the Board of Directors approval for various requested changes to the outside of their condo. Please review this document for details.	

5.Crawl Spaces				
Crawl spaces will be inspected as needed	x		Oct 2015 - Co-Owners will be contacted to schedule the crawl space inspection so clear access to the crawl space will be provided.	
Closing of exterior vents and Window Well Maintenance	x		The two or three exterior vents may be closed in the winter, allowing ventilation in the fall and opened in the early spring. The Association requires the ground crew to remove weeds and grass from the window wells and blow out dead grass from the vents. The Association maintains the window wells as needed.	

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Foundations	x		Oct 2015 - added	
Support Beams/Jack Posts	x		Oct 2015 - added	
Sump Pump	x		Oct 2015 – added Oct 2015 - This is an Association responsibility. A sump pump and required electrical plug may be installed for standing water in a crawl space per the assessment completed at the request of the condo association.	
Water remediation	x		Oct 2015 – For standing water only.	
6.Decks and Patios			Snow removal by the Co-Owner is not mandatory. Decks will be cleaned and stained or painted a natural color of wood or some shade of brown every 2-3 years by the Co-Owner. Decks may be removed and replaced with a concrete patio or pavers that will be maintained by the Co-Owner. Any changes must be approved by the Board of Directors.	Master Deed Article IV, Section 2, 4; By-Laws Article VI, Section 15
Railing		x		
Maintenance/repair		x		
Step(s)		x		
Snow removal		x		
7.Decorations—Holiday		x	Holiday decorations can be displayed one month before the holiday and two weeks after the holiday. No decorations may be attached to the unit.	By-Laws amendment dated June 29, 1995

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8.Decorations—Lawn Ornaments (front of unit)			<p>These rules are in place to ensure safe access to the unit's front door and to promote a uniform appearance throughout our Association.</p> <p>Oct 2015 - If you plan to modify the appearance of your front planting area and are not sure whether it meets the association's standards, please contact a Board Member.</p>	By-Laws Article VI, Section 13 amended Oct. 27, 1994
Figurines		Up to 3	<p>In June 2007, the Board of Directors approved Co-Owners to have up to 3 figurines, each with the maximum height of 12", placed in their front beds in May through September.</p> <p>Oct 2015, the Board of Directors has not been checking the height of figurines or the number of planters in the landscaping unless concerns are raised by the other Co-Owners.</p>	
Planters/pots with plants		Limit—3	During May through September	
Shepherd hook with planter(s) only		Limit—1	In June 2007, the Board of Directors approved Co-Owners to have up one shepherd hook with planters placed in their front beds in May through September. The number of hooks on the pole was not specified	
Steppingstones, flat ornaments, bricks, pavers, etc.		x	In June 2007, the Board of Directors approved Co-Owners to have steppingstones/flat ornaments placed in their front beds in May through September. Oct 2015 – clarified that this could also be bricks, pavers, etc.	

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Rocks		x	Oct 2015, a limited number of decorative rocks can be added to the mulch front planting bed at a Co-Owner's expense. The size, location, or quantity of decorative rocks cannot impede condo maintenance. Any changes must be approved by the Board of Directors.	
9.Doors—Exterior			Replacement of the front, back or storm door(s) requires permission from the Board of Directors. Door(s) must meet association specifications. Co-Owners must maintain the uniform appearance in the Association. Any doors replaced must look the same as others in the Association.	Master Deed Article IV, Section 4 (b) By-Laws Article V, Sections 4-5, 8
Door and Doorknobs		x	Regal Red paint color is required for the front doors with white trim around the door and window. Contact the Board of Directors for the paint formula. Keyless entry is allowed but is the responsibility of the Co-Owner.	
Frame		x		
Outside surface	x	x	Painting the front doors are on the Association calendar as needed. Co-Owners must paint new doors according to the approved paint color. The Association will maintain the outside trim around the front and back doors. If the doors are replaced, purchasing prehung doors with trim that does not require painting is strongly recommended.	
Threshold		x		
Warping		x		
Glass in door		x		
Grids		x	Grids are not required in the front door or windows.	
Inside surface		x		
Lock		x		

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Storm door and screen/glass		x		
Weather-stripping (exterior door)		x		
10.Door—Garage			Garage doors should be closed unless they are in active use. The association will share 50% of the cost of replacing the cables, torsion springs, and support rollers. The Co-Owner is responsible for the motor and the drive chain.	By-Laws Article VI, Section 20 Master Deed Article IV, Section 4 (d)
Replacing Garage Door or Panels		x	2023 – The new door must be approved by the Condo Board of Directors. The new door will need to be painted the color to match the siding at the Co-Owner's expense.	Master Deed Article IV, Section 4 (b)
Painting of door	x		2023 - The garage doors repainting will be on the Association calendar as needed.	
Weather-stripping on garage door	x		Co-Owner is responsible to report any leakage to a Board Member	
Repair of dents	x	x	Responsibility will be depending on the cause of dents	
Mechanical fixture replacement	x (50%)	x (50%)	Oct 2015 - It is the responsibility of the Co-Owner to lubricate the mechanical fixtures two or three times a year. See handout for details. Using WD-40 or other lubricant for doors is recommended.	By-Laws Article V, Sections 4-5
Electrical fixtures		x	Oct 2015 - The "opening mechanism"/motor that is on the garage ceiling is a Co-Owner expense, in addition to the hand-held opener.	Master Deed Article IV, Section 4 (d)
Lubrication of mechanical fixtures		x		

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Opener/Opening Mechanism		x	Oct 2015 - The "opening mechanism" – the motor that is on the garage ceiling is a Co-owner expense, in addition to the hand-held opener.	By-Laws Article V, Section 4-5
11.Driveways & Sidewalks	x			Master Deed Article IV, Section 4 (c)
12.Dryer Vent				Master Deed Article IV, Section 4 (d); By-Laws Article V Sections 4-5
Dryer vent cover replacement/repair	x (exterior)			
Routine Cleaning of vent		x	April 2016: To confirm the vent is attached properly and cleaned.	
Dryer vent tube repair/replacement		x	Located in crawl space	
13.Electrical			Co-Owners are responsible for the cost and installation of bulbs within the light fixtures at the front and back of the units.	Master Deed Article IV (common elements) Section 4 (d, e); By-Laws Article V Sections 4-5, 8
Exterior doorbell unit	x			
Exterior outlets	x			
Porch light fixture	x		The front exterior light should be on to assist in snow removal (2+ inches of snow).	
Circuit boxes		x		
Circuit wiring		x		
Fixtures (interior)		x		

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Interior doorbell unit		x		
Interior outlets/switches		x		
TV/Phone/Cable lines in unit		x	The Board of Directors must approve the location of a satellite dish. Satellite dishes are recommended to be on the ground or mounted on the deck railing if possible. Co-Owners are highly recommended to protect the item from mowers or trimming damage with mulch, pavers, etc.	
Generators		x	2023: Co-Owners must request Board of Directors approval before installing a permanent generator. Co-Owners are highly encouraged to place pavers or a cement pad around the generator to protect it from mowing and trimming damage. Co-Owners are responsible for maintaining the area around the generator. Temporary generators are approved to be used by Co-Owners if the instructions for use are followed.	
14.Exterior Appearance		x	<p>No materials, trash, or laundry may be stored on decks. Storage of motor homes, boats, etc. is not permitted. Nothing may be attached to the outside of a unit (i.e., bird feeders, lights, flags, or clotheslines).</p> <p>No advertising signs are allowed (i.e., political endorsements, etc.). One For Sale sign can be placed in a living room window or the entry door. Any changes must be approved by the Board of Directors.</p>	By-Laws Article VI, Section 3, 6, 8, 10, 13; By-Laws amendment dated June 29, 1995
Entrance to Stonehaven Ct. and O'Brian Dr.	x		April 2016: Landscaping and signs to be maintained and replaced by the Association as needed.	

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Siding	x		April 2016: All siding repairs or replacements will be completed by the Association. The Co-Owner is asked to report any damage or loose siding to a Board Member.	
15.Fireplace and Exterior Vent		x	If applicable to the unit. 2023: The Co-Owner is responsible for the maintenance of the interior fireplace and exterior venting cover for the fireplace as needed.	Master Deed Article IV, Section 2 (d) 4 (a)
16.Flags		x	One American flag may be displayed in front of the Unit. Other flags can be displayed in the back of the unit.	By-Laws amendment dated Oct. 27, 1994
Outside bracket (1)	x		Bracket supplied and installed by the Association to ensure stones and siding are not damaged.	
17.Furnace		x	Changing the furnace filter according to the manufacture's guidelines is recommended.	Mast Deed Article IV, Section 4 (d)
18.Garbage and Recycling		x	Co-Owners are responsible for keeping garbage containers, bags and recycling containers inside the garage except for scheduled garbage pick-up days. Currently Tuesdays are garbage day. Recycling is picked up every other Tuesday. The City of Milan's website as current vendor information, container size guidelines and recycling guidelines.	By-Laws Article VI, Section 6, 16

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19.Insects/Rodents			If you have an issue with ants, wasps, gnats, etc., please contact a Board Member.	Master Deed Article IV, Section 4 (c), By-Laws Article VI, Section 16
Damage to exterior	x	x	Co-Owners are responsible for any issues to their sunrooms, screened in porches, decks or patios.	
Rat Walls		x	2023: Co-Owners are responsible for maintaining their screened or enclosed porches and preventing animals from going under them and potentially causing damage to the structure. The Association recommends Co-Owners to install rat walls. Co-Owners are responsible to trap and/or remove animals that are under their porches.	
Infestation	x			
Damage to interior		x		

20.Interior				By-Laws Article V, Sections 4-5
Maintenance & Repair Work		x	2023: Co-Owners shall perform prompt maintenance and repair work that if not completed would affect a common element or other unit. See By-Laws for specific responsibilities and expenses for Co-Owners.	
Bathroom floor finish		x		
Bathroom sub-flooring		x		
Cabinets/shelves		x		
Ceiling		x		
Doors		x		
Walls/tiles		x		

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21.Landscaping	x		The Association will replace the landscaping in the front beds and common area beds as needed. Oct 2015 - If you plan to modify the appearance of your front planting area and are not sure whether it meets the association's standards, please contact a Board Member-for guidance before you spend your money or time.	By-Laws Article VI, Section 13 and 19, see amendment from Oct. 27, 1994
Common Areas	x			
Trees, Shrub Trimming	x			
Front of unit	x	x (if desired)	Each spring, you will be asked whether you want to take care of your own front beds (mulching, weeding, trimming/pruning), or whether you want the Association to be responsible.	
Mulch in front of unit		x	Oct 2015, the Association adds natural-colored, plant-based mulch to front planting beds when budget allows, and it's deemed necessary. If a Co-Owner wishes to add mulch at his/her expense, they may do so, provided that the mulch is of a similar color and texture as the mulch the association uses.	
Rear of unit	x	x	Landscaping at rear of Co-Owner's unit is to be maintained by Co-Owner. If the landscaping is not maintained, the Association may have it removed at the Co-Owner's expense and grass planted. If no landscaping is present, weeds growing through the decking or by the AC unit will be removed by the Association	
Sprinkler Line in front bed	x		Oct 2015 - added	

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Irrigation Lines for Front Yards and Watering of landscaping	x	x	2023: Co-Owners are requested to water their front lawns as needed in the summer. Co-Owners can purchase timers to assist in the watering. In the Spring, when the irrigation lines are connected and the sprinkler heads checked, a timer may be connected at that time. Co-Owners can install a drip line to assist with watering the front flowerbed. Water or plants should not touch the stone walls to help prevent expensive repairs to our stone walls. In the fall, the Association will winterize the irrigations lines.	
22.Mailboxes	x		2023: The Association is responsible for maintaining the four cluster mailboxes in the Association. The Board of Directors will work with the United States Postal Service (USPS) in Milan if a box needs to be replaced. It's our current understanding, the cost to replace a mailbox will be shared, labor paid by the USPS. Co-Owners are responsible for receiving their mailbox key and knowing the location of their box when buying a condominium. Individual stand-alone mailboxes are permitted with a doctor's order and notification and approval of the USPS. The Board of Director's must approve the location of an individual mailbox before it is installed.	
23.Pets			One dog (35 lbs. or less, unless approved by the Board of Directors) and one cat, or two cats. Pet owners must pick up their pet's droppings immediately. Co-Owners are responsible for their pets when on Association property.	By-Laws Article VI, Section 5 City of Milan Code, Section 13:81-83
In unit		x		

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On property		x		
24.Plumbing			The Association will be responsible for a plumbing issue if it is caused by a common element source.	Master Deed Article IV, Section 4 (d); By-Laws Article V, Sections 4- 5
Leaking faucets – exterior	x			
De-humidifier/if installed		x	Oct 2015 - added	
Disposal		x		
Drains		x		
Leaking faucets – interior		x		
Malfunction fixture-interior		x		
Pipe leaks inside unit/walls		x		
Pipe noise		x		
Sump pump	x		Oct 2015 - This is an Association responsibility. A sump pump and required electrical plug may be installed for standing water in a crawl space per the assessment completed at the request of the condo association.	
Toilet and seal		x		
Water damage/sewer back ups		x	2023: The white sewer cleanout pipe is located in the front landscaping in one of the two adjoining condos.	
25.Porch/Stoop (Front)	x		Snow removal on common asphalt/cement, parking areas, front porches, and sidewalks is the responsibility of the Association.	Master Deed Article IV, Section 4 (c, e); By-Laws Article V, Section 8
General maintenance	x			
Light fixture/wiring	x		Oct 2015 - In 2013, all front light fixtures were replaced in the condo association. The new fixtures are easier for residents to replace the light bulbs as needed.	

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Railing	x			
Snow removal	x			
Light bulb		x		Master Deed Article IV, Section 4 (e)
26.Porches (screened or enclosed)			Notify the Board of Directors for guidance and approval before starting construction to screen/enclose a deck. Converting a deck into a screened-in/ enclosed room may require an adjustment in the monthly association fee. If the conversion results in any damage to the unit, repairs will be the responsibility of the Co-Owner.	Master Deed Article IV, Section 3 and 4; By-Laws Article V, Section 6 and Article VI, Section 3. Also see amendment on July 21, 1994
Converting decks into ...		x	Oct 2015 - Co-owners have the option to remove their deck and add a patio made from pavers, bricks, cement, etc.	
Door		x		
Downspouts		x		
Roof & Gutters		x		
Windows/Screens		x		
Rat Walls		x	2023: Co-Owners are responsible for maintaining their screened or enclosed porches and preventing animals from going under them and potentially causing damage to the structure. The Association recommends Co-Owners to install rat walls. Co-Owners are responsible to trap and/or remove animals that are under their porches.	
27.Roof & Gutters Units only				Master Deed Article IV, Section 4 (c); By-Laws Article V, Sections 4-5, 8
Downspout repair, replacement	x			

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Roof, gutters for unit (not additions)	x			
28.Walls—Interior				Master Deed Article IV, Sections 2 & 4, By-Laws Article V, Sections 4-5, 8
Leaks	x		The Association will be responsible for interior walls if the problem is caused by an exterior or common element source (e.g., roof).	
Cracking/settling		x		
Drywall popping		x		
Drywall repair		x		
Resident abuse		x		
29.Water			The Association is responsible for the payment of the exterior water usage of all units. The Co-Owner is responsible for the interior water usage. The Co-Owner is responsible to provide access to the crawl space as needed.	Master Deed Article V, Section 5, By Laws Article V, Section 5
Meter	x		The water meter is in the unit's crawl space. The City of Milan's Department of Public Works (DPW) is responsible for the water meter in the crawl space.	
Shut Off Valves		x	2023: The Co-Owner is responsible for any repair or replacement to the water shut off valves in the crawlspace and condo.	
Heater		x		

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30.Windows			**Must meet Association specifications.	Master Deed Article IV, Section 4 (b); By-Laws Article V, Section 4-5, 8, Article VI, Section 3
Caulking (exterior)		x	Windows are the Co-Owners responsibility.	
Sill (exterior)		x		
Broken pane**		x		
Frame**		x		
Grids (interior)		x	Co-owners can place grids in windows if desired. The grids are not required.	
Interior sill/weather stripping		x		
Lock/handle		x		
Screen repairs**		x		
Screen replacement**		x		
Seal (defective/fog)		x		
Window hardware (latch/hinge)		x		

Note: In 2023, references to the By-Laws Digest 2007 v2 were removed. This out-of-date reference document is retired. A change request must be submitted to the Board of Directors for approval if a Co-Owner wishes to make a change outside his/her unit in a common limited area or on Association property/area of responsibility. In 1994 and 1995, the Association approved amendments to the By-Laws and additional rules. These changes are noted on a separate document that is in the back of your Master Deed and By-Laws.