

GREEN FARMS CONDOMINIUM ASSOCIATION MAINTENANCE MATRIX - these are ONLY guidelines

ITEM	Association	Co-Owner	COMMENTS
Air Conditioners			
Compressor, Fan, Pad		X	
Animals in House	Attic only	x	
Appliances		X	And all connections to them
Basement			
Improvements		X	
Drainage		X	
Cracks		X	
Humidifier/Dehumidifier		X	
Leaks, walls from outside	X		
Drainage	X		Main line only
Balcony			
Support beams	X		
Wood Flooring		X	Association will repair and bill back to co-owner
Painting & Railing		X	Association will repair and bill back to co-owner
Decks			
Lights (court-yard)		X	Board Approval needed for Fixture Style
Painting		X	
Snow Removal		X	Only a path will be cleared on deck sidewalk width
Structure		X	
Doors, Exterior (front)		X	If you replace your door, it must be the same design as your currently have. An exception is an embossed door of the same design.
Caulking, exterior	X		
Knobs/Lock Mech.		X	
Frame		X	
Lockouts		X	Association has no keys
Screens/Storm doors		X	Storm doors must be almond in color.
Surface-Outside	X		Painting
Inside		X	Painting
Threshold		X	
Warping		X	
Weather stripping		X	
Electrical			
Line to meter	X		Outside of unit on the side of the building
Circuit Breakers		X	Inside units
Doorbell		X	
Exterior Outlets		X	
Exterior Fixtures		X	Except lights on the front of the Garage
Outlets Interior		X	
Porch Lights		X	To change design, you must send a request to the Board. * See note on page 11
Switches		X	

ITEM	Association	Co-Owner	COMMENTS
Fireplace			
Chimney Cap/Screen		X	Association will repair & bill back to co-owner
Damper Adjustment		X	
Flue Cleaning		X	Association will repair & bill back to co-owner
Glass Doors/Screens		X	
Surfaces/Interior		X	
Floors			
Coverings		X	Carpet, Tile, Etc.
Squeaks		X	
Sub-floor	X		CDX, Floor Joists
Alarm System		X	
Furnace		X	Humidifier, dehumidifier & all related connections
Water Heater		X	And all related connections
Garage			
Automatic Opener		X	Includes track assembly
Doors		X	To change door, you must be in compliant with design.
Painting	X		Outside Only
Floor-Surface		X	Cracks and/or breaks
Interior Drywall		X	
Lights	X		Two exterior lights on front of garage ONLY
Locks, Keys, Opener		X	
Tracks/Rollers/Springs		X	
Weather Stripping		X	
Interior Doors		X	
Lawn & Grounds	X		Outside of court yards
Courtyard		X	Modifications must have prior board approval
Steps/wood		X	
Painting		X	
Plumbing			
Disposal		X	
Drain clogging		X	Between fixtures and tie in for common line.
Leaks / Interior		X	
Leaks faucets & Fixtures		X	
Frozen Pipe / pipe noise		X	If your pipes freeze, you will be responsible for damages to other units
Malfunction/ fixtures		X	
Malfunction/ pipes		X	
Outside faucets		X	You MUST turn off the supply from the inside of your unit by November 1st.
Sewer Backup from or in main	X		If you cause a back up from throwing improper waste, you will be billed back for the backup service.
Underground main	X		
Sump Pump. Damage /cleanup / Check valve	X		Any interior damage is co-owner's responsibility
Fixtures		X	Toilet / Sink / Tubs / Etc.

ITEM	Association	Co-Owner	COMMENTS
Roof & Gutters	X		Leaks / Cleaning
Sidewalks			
Cleaning		X	inside courtyard is co-owner responsibility
Repairing		X	inside courtyard is co-owner responsibility
Skylights			NOT APPROVED
Sliding Glass Doors			
Broken pane IN & OUT		X	
Caulking-exterior	X		
Exterior Sills	X		
Knobs & Locks		X	
Frame		X	
Screens		X	
Glass Seals-Fogged		X	
Sticking / will not open		X	
Weather Stripping		X	
Smoke/CO Detectors		X	Required by Township ordinance one per floor
Walls			
Exterior-Perimeter	X		
Interior-Perimeter		X	
Drywall Cracks, Repairs		X	Nail pops
Leaks		X	
Paint/ Wallpaper		X	
Structural Failure		X	
Resident abuse		X	
Attic: Insulation		X	Co-Owner, Association will repair & bill back
Attic: ventilation	X		
Windows			
Broken pane IN & OUT		X	
Caulking-exterior	X		
Knobs & Locks		X	
Frame		X	
Screens		X	
Seals Defective-Fogged		X	
Sticking / will not open		X	
Weather Stripping		X	

You may replace the light in your courtyard to a spotlight. The approved fixture is available at Home Depot. The fixture model number is SL-5412-BZ-A with a brown or bronze color. It has two bulbs and has a motion detector zone of 180 degrees. The bulbs that you want to use are two 90-watt outdoor floods. You are also responsible for the light on the side of your garage; usually it is by your side garage door. If you want to replace it with a different fixture, the approved fixture is available at Home Depot.