

**Princeton Village  
Homeowner's Association  
Maintenance Guidelines  
1 September 2007**

The following guide delineates the most common issues that arise when determining the responsible party for maintenance and repair of the housing units and surrounding areas.

**Definitions...**

**PV** The Princeton Village Homeowner's Association is responsible.

**Owner**...The respective individual homeowner is responsible. It should be noted that in some cases of catastrophic occurrences the homeowner's insurance company should be consulted.

**Guidelines...**

**ROOFS** (and associated structural elements)...including garage(s)

Shingles, Ice and water dams, flashing, underlayment	PV
Skylights: frame, sash, and flashing	PV
Gutters and downspouts: repair, replace, clean	PV
Ice jamming damage (first \$7,500)	Owner
Supporting structure, e.g., rafters, trusses, beams, etc.	Owner
Insulation	Owner
Skylights: Glass, hardware, weather stripping, openers, screens	Owner
Water damage to the unit's interior due to leaking roof or skylights	Owner
Skylight installation#	Owner

**Chimneys**

Pipe cap (spark arrestor)	PV
Periodic cleaning and inspection, including firebox and flue pipe	Owner

**Exterior Walls** (and associated structural elements)...including garage(s)

Painting and repair of siding and trim (not caused by owner)	PV
Foundation stucco and Pebble Board	PV
Insulation	Owner
Foundation walls and floors: cracks and water intrusion	Owner
"Exterior" walls within enclosed porch: repair and painting	Owner

<b>Exterior Doors</b> ...including garage(s)	
Front door: painting (exterior only), repair, including dead lights and frames	PV
Exit from walkout basement, including side lights	PV
Garage door and frame	PV
Shed door, frame and hardware	PV
Garage door operating mechanism, including rails, springs, etc	Owner
Weather stripping	Owner
Glass replacement#	Owner
Doors opening on to decks	Owner
Key replacement*	Owner
<b>Exterior Windows</b>	
Frame and sash replacement	PV
Glass replacement	Owner
Screen replacement	Owner
Hardware maintenance and repair	Owner
Weather stripping	Owner
<b>Storm/Screen Doors</b>	
Installation#	Owner
Glass replacement#, removal and storage	Owner
Screen replacement, removal, and storage	Owner
Weather stripping	Owner
<b>Decks and Patios</b> (including privacy fencing)	
Installation#	Owner
Glass replacement, removal, and storage	Owner
Screen replacement, removal, and storage	Owner
Repair and refinishing#	Owner
Awning installation# as well as repair, removal, and storage	Owner
Patio concrete and flagstones	Owner
Lighting	Owner
<b>Interior Title Line</b> (Common walls)	
Structural and fire walls	PV
Wallboard, including interior trim and finish	Owner
<b>Heating and Air Conditioning Systems</b>	
Installation, repair, maintenance, and periodic inspections	Owner
<b>Insects and other pests</b>	
Subterranean termites	PV
Carpenter bees and Carpenter ants	PV
Other bees, yellow jackets, etc.	Owner
Insects/pests, e.g., rabbits, squirrels, birds, etc. inside the unit/garage	Owner
Removal of nests, from bees, birds, etc.	Owner
Flying insects as well as voles, squirrels, mice, skunks, etc.	Owner

**Piping**

Underground water lines from unit to main	PV
Sewer line from cleanout to main	PV
Inside plumbing, including water meter	Owner
Sewer lines from unit to cleanout	Owner

**Common Areas**

All roads and parking areas within the village	PV
Asphalt walks from street to unit	PV
Steps and railings from street to front stoop	PV
Mailbox and structure	PV
Area lights on garages and street lights	PV
Village signs and lighting	PV

**Miscellaneous**

Exhaust vents on exterior of units: repair and paint	PV
Electrical breaker boxes on exterior of units	PV
Trash and recycle areas: hardware, doors	PV
Fire and Security system: annual testing	PV
Fire and Security system: repair and maintenance	Owner
Hard wired telephone (for connection to the F&S system)	Owner
Periodic cleaning of interior vent lines, e.g., drier@, stove, bathrooms	Owner
Door chimes/bells	Owner
Additions and/or improvements#	Owner
Trash and recycle areas: cleaning and pest control	Owner
Lights at front door, exit from basement, and garage interior	Owner
Front stoop/steps	Owner

**Notes:**

# any issue so noted above, must have prior written approval of the Princeton Village Council before installation or refinishing.

\* All exterior locks, including the garage, must be keyed to the HM master key system (A-1 Security).

@..It is recommended that the drier vent line be cleaned at least every two years.

The Princeton Village *Declaration of Covenants & Amendments* and *Rules & Regulations* are the governing documents in the event of any conflict or misunderstanding regarding these guidelines.