

**VICTORIA COURT 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>UNIT OWNER PROPERTY</b>		
A/C Units/Related Wires & Pipes		
Maintenance, Repair & Replacement	X	
Pad Under Unit	X	
Alarm Systems (Private Units)		
Maintenance, Repair & Replacement	X	
Dryer Vents		
Cleaning	X	
Repairs & Replacement	X	
Entrance Doors & Frames		
Painting Outside (w/Assn. approved color)	X	
Painting Inside	X	
Painting Trim		X
Maintenance, Repair & Replacement	X	
Locks & Hardware	X	
Fireplace/Chimney		
Repairs	X	
Flashing Leak		X
Caps	X	
Cleaning	X	
Hot Water Heater/Private Appliances		
Maintenance, Repair & Replacement	X	
House Numbers	X	

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Mailboxes		
Individual Box	Post Office	
Locks & Keys	Post Office	
Private Exterior Lighting		
Maintenance, Repair & Replacement	X	
Painting (w/Assn. approved color)	X	
Storm Doors		
Maintenance, Repair & Replacement	X	
Painting (w/Assn. approved color)	X	
Water Spigot		
Repairs & Replacement	X	
Winter/Summerize	X	
Windows & Sliding Glass Door		
Glass Replacement	X	
Flashing Leaks		X
Frame Repairs	X	
Unit Replacement	X	
Skylights		
Flashing		X
Replacement	X	
<b>LIMITED COMMON ELEMENTS</b>		
Balconies		
Snow Removal	X	
Waterproofing (w/Assn. approved color)		X
Painting (w/Assn. approved color)		X
Staining (s/Assn. approved color)		X
Maintenance of Railing and Flooring		X
Repairs of Railing and Flooring		X
Replacement		X
Neat/Clean	X	
Rear Decks		
Snow Removal	X	
Waterproofing (w/Assn. approved color)		X
Painting (w/Assn. approved color)		X
Staining (w/Assn. approved color)		X
Maintenance of Railing and Flooring		X

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Rear Decks (cont'd)		
Repairs of Railing and Flooring		X
Replacement		X
Neat/Clean	X	
Exterminating		
Inside Home	X	
Outside Attached to Building		X
Outside Attached to Deck/Balcony	X	
Common Ground		X
Roof Sewer Vent Pipe		
Flashing Leaks		X
Replacement	X	
Single Entrance Decks		
Snow Removal (except second floor)		X
Maintenance, Repair & Replacement		X
Waterproofing (w/Assn. approved color)		X
Neat/Clean	X	
<b>BUILDING COMPONENTS</b>		
Gutters, Downspouts & Splash Blocks		
Cleaning		X
Repairs & Replacement		X
Multiple Entrance Decks		
Painting (w/Assn. approved color)		X
Waterproofing (w/Assn. approved color)		X
Snow Removal		X
Maintenance, Repair & Replacement		X
Neat/Clean	X	
Roofs		
Shingle Repairs & Replacement		X
Roof Leaks		X
Flashing Repairs & Replacement		X
Ridge Vent Repairs & Replacement		X
Sub-Roofing		X
Entire Roof Replacement		X

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Siding		
Maintenance, Repair & Replacement		X
Re-caulking		X
Trim & Soffits		
Maintenance, Repair & Replacement		X
Painting		X
Unit Structure		
Foundation		X
Slabs (Basement)	X	
<b><u>ASSOCIATION PROPERTY - GROUNDS</u></b>		
Common Roads & Parking Areas		
Repairs & Replacement		X
Snow Removal		X
Curb		
Repair & Replacement		X
Entrance Signage		
Maintenance, Repair & Replacement		X
Fences on Common Ground		
Maintenance, Repair & Replacement		X
Painting		X
Fire Hydrant		
Maintenance	Municipal Authority	
Lampposts/Site Lighting		
Maintenance, Repair & Replacement		X
Painting		X
Sewer Lines		
Repairs & Replacement of Common Main Line		X
Repairs & Replacement of Affected Unit Line	X	
Lawn Vent Cap Replacement		X
Sidewalks		
Snow Removal		X
Repairs & Replacement		X

	<b>HOMEOWNER</b>	<b>ASSOCIATION</b>
Street Signage		
Maintenance, Repair & Replacement		X
<b>ASSOCIATION PROPERTY- LANDSCAPING</b>		
Detention Basins/Swales		
Mowing		X
Maintenance		X
Lawn Maintenance		
Chemical Applications		X
Re-seeding/Re-sodding		X
Leaf Removal		X
Mowing		X
General Maintenance		X
Trees & Shrubbery Beds		
Chemical Applications		X
Leaf Removal		X
Mulching		X
Weeding		X
Trees & Shrubbery		
Spraying/Fertilization		X
Trimming		X
Replacement		X