

**VILLAGE OF PRINCETON  
HOME OWNERS ASSOCIATION**

**MAINTENANCE RESPONSIBILITIES**

**REVISED JUNE 2018**

**Preface:** The objective of keeping Village buildings well-maintained is to retain the value in the residences and to ensure an aesthetically pleasing appearance for the entire Village. Some maintenance activities are undertaken by the Village (both actual work and costs) and others are the responsibility of the home owner. The following guide delineates the most common issues that arise when determining the responsible party for maintenance and repair of the buildings and common areas.

**Definitions:**

**PV:** The Village of Princeton Home Owners Association is responsible.

**Owner:** The respective individual home owner is responsible. It is noted that in some cases the home owner's insurance company should be consulted.

**Maintenance items:**

**Roofs** (and associated structural elements) including garages:

Shingles, flashing, underlayment	PV
Skylight flashing	PV
Repair, replacement and cleaning of gutters and downspouts	PV
Ice damming damage (first \$7500)	Owner
Supporting structure, e.g. rafters, trusses, beams, etc.	Owner
Insulation	Owner
Skylight glass, hardware, weather stripping, openers, screens	Owner
Water damage to unit's interior due to leaking roof or skylights	Owner

Installation of new and additional skylights Owner

**Chimneys:**

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

**Exterior Walls** (and associated structural elements) including garages:

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

**Exterior Doors** including garages:

Exterior painting and repair of front door to include side lights and frames PV  
Exterior painting and repair of exit door from walkout basement including  
side lights and frames 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 onto deck  
Repair (including glass) and replacement Owner  
Exterior painting PV  
Key replacement Owner

**Exterior Windows:**

Frame and sash replacement	Owner
Glass replacement	Owner
Screen replacement	Owner
Hardware maintenance and repair	Owner
Weather stripping	Owner

**Storm/Screen Doors**

Installation	Owner
Glass replacement, removal, and storage	Owner
Screen replacement, removal, and storage	Owner
Weather stripping	Owner

**Decks and Patios** (including privacy fencing):

Installation	Owner
Repair and refinishing	Owner
Awning installation as well as repair, removal, and storage	Owner
Patio concrete and flagstones	Owner
Lighting	Owner

**Interior Title Line** (common walls):

Structural and fire walls	PV
Wallboard including interior trim and finish	Owner

**Heating and Air Conditioning Systems:**

Installation, repair, maintenance, and periodic inspections Owner

**Insects and other pests:**

Subterranean termites PV

Carpenter bees and carpenter ants PV

Other bees, yellow jackets, etc. in common areas PV

Insects/pests, e.g. rabbits, squirrels, birds, bees, etc., inside residence/garage Owner

Removal of nests (bees, birds, etc.) from residence/garage Owner

Varmints such as voles, squirrels, mice, skunks, etc. Owner

**Piping:**

Underground water lines from unit to main PV

Sewer line from unit to main PV

Inside plumbing, including water meter, sanitary lines, hot water heater Owner

**Common Areas:**

All roads and parking areas within the village PV

Asphalt walks from street to residence 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:**

Repair and painting of exhaust vents on exterior of units PV

Electrical breaker boxes on exterior of units PV

Hardware, doors, cleaning, and pest control for trash and recycle areas	PV
Testing of fire and security system	PV
Repair and maintenance of fire and security system	Owner
Hard-wired telephone (for connection to the alarm system)	Owner
Periodic cleaning of interior vent lines, e.g. drier (recommended every two years), stove, bathrooms	Owner
Door chimes/bells	Owner
Additions and/or improvements	Owner
Lights at front door, basement exit, deck and garage interior	Owner
Front stoops/steps	Owner

**Notes:**

Any item that affects the exterior of a building requires the submittal of an Architectural Request Form and written approval accomplishment.

All exterior locks, including the garage, must be keyed to the Hershey's Mill master key system (A-1 Security).