

Greenmont Village Maintenance Responsibility List

ITEM	Interior	Exterior	GMHC Responsibility	Member Responsibility
Windows and door shades	X	X	NO	YES
Windows and door glass, storm door	X	X	NO	YES
Crawl space window and screens		X	NO	YES
Storm doors		X	NO	YES
Painting	X		NO	YES
Furnace filters and registers	X		NO	YES
Faucets, drains, toilets, sill cocks	X		NO	YES
Stopped drains within unit	X		NO	YES
Light fixtures, receptacles, receptacle plates, light switches, light plates	X		NO	YES

Permanently installed floor, wall, and ceiling coverings	X		NO	YES
Door locks	X	X	NO	YES
Stair rails	X	X	NO	YES
Kitchen countertop	X		NO	YES
Kitchen hardware and cabinets	X		NO	YES
Bathroom hardware and cabinets	X		NO	YES
Tub surround	X		NO	YES
Toilet seat	X		NO	YES
Sidewalk		X	YES	NO
Dryer Vents	X	X	NO	YES
Drywall	X		NO	YES Interior of Unit

Electrical Systems in Units	X	X	YES	NO
Extermination	X	X	NO YES Termites Only	YES NO
Fencing		X	NO	YES
Foundations	X	X	YES	NO
Frames, Jambs, Sashes	X	X	YES	NO
Parking bays		X	NO	YES
Grounds, Grass Cutting		X	YES Common Areas	YES Your yard
Gutters, Downspouts, Trim		X	YES	YES Ensure deflected 3' away from unit
Heating System	X	X	YES	NO
Air Conditioning System	X	X	NO	YES All Equipment inside/out of Unit
Hot Water Heater	X	X	YES	NO

House Numbers		X	YES	YES #s added by Member
Interior Surfaces All Floors	X		NO	YES
Landscaping - Bushes, Shrubs, Trees Keep soil/mulch below siding		X	YES Common Areas	YES Your yard
Mailbox		X	NO	YES
Painting - Exterior		X	YES	YES Shutters, Awnings, Sheds, Vents & Covers
Plumbing	X	X	NO YES on lines coming into unit unless negligence	YES NO
Sewer Lines		X	YES	NO
Roof		X	YES	NO on original unit YES on additions and sheds
Sidewalks		X	YES	NO
Siding, shutters, and awnings		X	YES Replace damaged or missing siding	YES cleaning and painting

			unless negligence	
Steps	X	X	YES	NO
Streets		X	YES	NO
Stoops		X	YES	NO
Trash Removal		X	YES Except Special Pick up	NO Except Special Pick up
Water Spigots		X	YES	NO
Trash cans		X	NO	YES
Mulch in flower beds		X	YES Common areas	YES Your unit Keep below siding
Shed/Storage Units	X	X	NO	YES
Decks		X	NO	YES
Additions	X	X	NO	YES