

Chelsea Place Townhome Owners Association
Homeowner Responsibility Matrix
December 2024

H = Homeowner; A = Association; BA = Board Approval; C = City/ Village/ Utility Company			
Item		Maintained by	Comments
1	Air Conditioning	H	
2	Antenna	H	
3	Awnings	H	
4	Chimney/Caps	A	
5	Concrete		
	a. Curbs	C	
	b. Driveway	A	
	c. Driveway Aprons	A	
	d. Foundations/Basement	H	
	e. Front Entry Stoop/Porch	H	
	f. Garage Floor	H	
	g. Patio (Front & Back)	H	
	h. Rear Door Stoop	H	
	i. Red brick crosswalk	A	Replace with concrete as needed
	j. Sidewalk from crosswalk to front entrance	H	
6	Deck	H	
7	Doors		
	a. Front Entry and Storm Door (Replacement)	H	Paint color required to match (Assoc maintain the paint color)
	b. Garage (Replacement)	H	Paint color required to match (Assoc maintain the paint color)
	c. Garage Mechanical/Operation	H	
	d. Patio	H	
	e. Locks	H	
8	Drywall Repair	H	
9	Fence	A	Perimeter of complex only
10	Furnace	H	
11	Gutters/Downspouts	A	
12	Handrailing - Exterior	A	
13	Insurance Required	H	HO3 or HO5 Homeowner's Insurance - Must send yearly proof of insurance to Association
14	Landscaping: FRONT		
	a. Lawn	A	
	b. Maintain Landscape	A	
	c. Replacement of plants/shrubs/trees	A	
	d. Watering	H	Failure to water makes homeowner responsible for replacement cost
	e. Trees (trim, spray, remove)	A	
	f. Mulch (to front door)	A	
	Landscaping: BACK		
	a. Lawn	A	
	b. Maintain garden	H	
	c. Watering	H	
	d. Trees planted by Association	A	Trim, Spray, Remove
	e. Trees (replace)	H	With Board Approval
	f. Mulch	H	
15	Light Fixtures-Front entry, garage coach light	A	Homeowner is responsible for lightbulbs

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16	Light Fixtures-Rear entry	H	Spotlight not permitted
17	Lights - Street	C	
18	Mailbox		
	a. Keys	H	
	b. Stand	C	Homeowner is responsible to the Post Office for any personal damages. Upkeep done by Post Office.
19	Monument	A	
20	Painting		
	a. Exterior	A	
	b. Interior	H	
21	Pest Control		
	a. Exterior	H	
	b. Interior	H	
22	Plumbing	H	
23	Roofing		
	a. Replacement	A	
	b. Repair	A	
24	Satellite Dish	H	With Board Approval
25	Sewer (street to Dwelling)	H	
26	Shutters (exterior)	A	
27	Siding and Trim	A	
28	Skylight	H	Coordinate with roof replacement
29	Snow Removal		
	a. Homeowner	H	Responsible for up to 2" of snow and all salting
	b. Association	A	Responsible for 2" of snow or more
30	Streets	C	
31	Sump Pumps	H	
32	Townhome Address/Numbers Displayed	A	
33	Utilities		
	a. Cable	H	
	b. Electrical supply lines-exterior	C	Homeowner responsible for lines within unit
	c. Refuse/recycle/yard waste	H	
	d. Gas	H	
	e. Water	H	
34	Roof Vents	A	
35	Soffit Vents	H	Dryer, kitchen, and bathroom are homeowner responsibility
36	Walls		
	a. Exterior building	A	
	b. Retaining back area landscape	H	With Board Approval
37	Water Heater	H	
38	Weather Stripping	H	
39	Window Wells	H	
40	Windows		
	a. Maintain Exterior Wood around windows	H	
	b. Replacement, any window	H	Window replacement must have Board approval
	c. Window locks	H	
	d. Window glass	H	Grids must be between panes of glass; exterior color of grids must be white