

**PORT OF OLD MISSION III
RESPONSIBILITY CHART
JULY 2019**

	B	C	D	E	F
	Description	Association Responsibility	Co-Owner Responsibility	Comments	Reference
1					
2					
3	Air Conditioning/Heating		X		Master Deed Article V Section C
4	Air Handler		X		
5	Compressor		X		
6	Condensation/Discharge lines		X		
7	Ductwork		X		
8	Equipment Pad		X		
9					
10	Appliances				Master Deed Article V Section C* see exclusions
11	All Electric and Gas Appliances		X		
12	Dryer Vent		X		
13	Hot water heater		X		
14					
15	Asphalt, driveways, roads, walkways				Master Deed V Section C* see exclusions
16	Repair and Replacement	X			
17	Snow Removal	X			
18	Walkways	X			
19					
20	Awnings				
21	Installation, repair and maintenance		X	Requires board approval	Condo Bylaws Article VII 1 (b)
22					
23	Cable Television		X		
24					
25	Chimney				Master Deed Article V B
26	Birds and Wildlife	X			
27	Caps and covers	X			
28	Flue	X			
29	Leaks/water	X			
30					
31	Cold Weather Protection				
32	Disconnect hoses from outside water faucets		X		
33	Shut off all water when absent for extended period		X		
34	Minimum 55-degree temperature inside unit		X		
35					
36					

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37	Decks				MD Article V (3) ©
38	Daily maintenance: cleaning, sweeping, snow removal		X		
39	Railing, floor, structure repair and replacement	X			
40	Power washing and staining	X			Reaffirmed by Board June 17, 2019
41					
42	Doors				
43	Exterior main entry door	X			
44	Hardware		X		
45	Patio Slider maintenance		X		
46	Patio Screen maintenance		X		
47	Weather Stripping		X		
48					
49	Electrical Fixtures and Wiring				
50	All electrical wiring that solely and exclusively serves a unit		X		
51	Interior light fixtures, including bulb replacement, outlets, circuit breakers, exterior outlets, kitchen fans/vents, bathroom heaters and venting fans		X		
52					
53	Enclosed decks, patios, porches			Any alteration of the exterior of the unit requires prior board approval	
54	Exterior siding & Roof	X			
55	Inside maintenance and repair.		X		
56					
57	Exterior siding, wood, and metal structures				
58	Repair and Replacement	X			
59	Stain and paint	X			
60					
61	Fireplace				
62	Gas fireplace insert		X		
63	Fire brick	X			
64	Gas starter/ignighter		X		
65	Maintenance and repair including the damper		X		
66					

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67	Floor covering				
68	All carpeting and flooring inside the unit		X		
69	Repair of damage resulting from interior water leakage after the point of connection		X	Homeowners insurance	
70					
71	Garage				
72	Daily maintenance		X		
73	Siding, trim, roof	X			
74					
75	Garage Door				
76	Doors and Door panels	X			
77	Automatic Door Opener		X		
78	Door seals		X		
79	Springs, tracks, rollers		X	Yearly maintenance of these items is necessary.	
80	Maintenance		X		
81					
82	Gutters				
83	Gutter Cleaning	X			
84	Gutter installation		X	Requires prior Board Approval	
85					
86	Heating System				
87	(including thermostat, duct work, and heating coils, furnace)				Master Deed Article V Section C
88	Maintenance		X		
89	Repair		X		
90	Replacement		X		
91					
92	Insects/vermin				
93	Exterior extermination due to infestation	X			
94	Infestation due to negligence of co-owner or resident		X		
95	General interior spraying and extermination for insects, ants and other pests/vermin		X		
96					

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97	Interior Finish and Trim (Including doors, jambs, trim, cabinets, counter tops, wall coverings, paint, tile, resetting of nails, filling of settlement cracks)		X		Master Deed Article V Section C
98					
99	Repair of drywall damage resulting from roof or other exterior leaks.	X			
100	Repair of drywall damage and painting resulting from interior leaks		X		
101	Repainting from exterior leaks.	X			
102					
103	Landscaping				
104	All maintenance of common area landscaping installed by the Association including planting, pruning, trimming, fertilizing, and removal.	X			
105	Landscaping installed by co-owner with Board approval will be maintained, pruned, trimmed, fertilized, and removed at co-owner expense.		X	All landscaping and planting installed by the co-owner or at the co-owner direction requires prior Board approval.	Master Deed Article V; Condominium Bylaws Article VII
106					
107					
108	Lawns				
109	Maintenance; cutting, planting, pruning, trimming, fertilizing, insecticide treatment	X			
110	Watering common areas	X			
111	Watering co-owner installed landscaping not covered by irrigation system		X		
112					
113	Lighting				
114	Common area exterior light fixtures on garages and detached garage lights streetlights (maintenance, repair, and bulb replacement)	X			
115	Interior lighting fixtures including bulb replacement		X		

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116	Exterior fixtures controlled by interior switches on limited common elements including decks, patios and porches; including bulb replacement		X		
117					
118	Patios				
119	Concrete installed by developer at time of build	X			
120	Daily maintenance: cleaning, sweeping, removal of leaves; snow removal		X		
121	Non-concrete (brick, bluestone, pavers, etc		X	Any modification to the outside of the common elements requires prior Board approval	Condominium Bylaws Article VII
122					
123	Plumbing Fixtures/Systems				
124	Clogs or leaks; toilets, Sinks, Tubs		X		
125	Repair & replacement of, including but not limited to, sinks, tubs, toilets, showers, ice maker lines, instant hot water heating units, garbage disposal, humidifier lines, washing machine lines and valves, individual main shut-off valves, faucets and hot water heaters etc.		X		
126	Sewage Blockage outside of the unit's exterior	X	X	The cause of the blockage will be investigated to determine culpability	
127	Water supply and drainage lines that solely and exclusively serve the unit.		X		
128	Water lines and drainage lines within exterior walls that do not solely and exclusively serve the unit and if damage is not the result of owner/resident negligence or oversight	X			
129					
130					

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131	Porches				
132	Daily maintenance; cleaning, sweeping.		X		
133	Repair and replacement	X		The cause of the damage will be investigated to determine culpability	
134	Roofs				
135	All roofs including those over garages	X			
136	Shrubs/Plantings				
137	Common areas; planting, pruning, fertilizing, and removal	X			
138	Purchased and installed by co-owner or previous co-owner: planting, pruning, fertilizing, and removal		X	Requires Board approval prior to any landscape /plant installation or removal	
139	Watering of any co-owner installed landscape area not covered by irrigation.		X		
140	Storm doors & windows				
141	Installation, repair, maintenance		X	Installation of storm door and/or storm window requires prior Board approval.	
142	Trash				
143	Cleanliness of trash area	X		Co-owners should not leave any items out side of the dumpster.	
144	Window and Door Glass				
145	Inside glass breakage of windows and patio doors		X		
146	Replacement of windows due to condensation between thermal panes	X			
147					
148	Replacement of window glass breakage from the outside by unknown persons, maintenance activities or acts of nature	X			
149	Windows				
150	Operation of the original windows	X			
151	Replacement	X			
152	Screens, screen rails		X		
153	Weather stripping		X		
154	Hardware; locks, hinges, etc		X		