

**UNIT OWNERS EXTERIOR MAINTENANCE GUIDE**  
**REPORT ALL MANAGEMENT ISSUES TO CMP 412-489-6862**

<b>Exterior Building Elements</b>	<b>Who do I call?</b>	<b>Alteration Request</b>	<b>Who Pays?</b>
Brick & Stone Work	Management	No	Association
Driveway	Management	No	Association
Dryer Vents	Management	No	Association
Electrical Outlets	Electrician	No	Owner
Entry Door	Handy Man	Yes	Owner/Association (5)
Entry Doorbell Button	Handy Man	No	Owner
Entry Lockset & Peep Hole	Handy Man	No	Owner
Entry Threshold & Weather Seal	Handy Man	No	Owner
Exterior Lights	Electrician	Yes	Owner
Front Stoop – Courtyard Units	Contractor	Yes	Owner (10)
Garage Door	Garage Door Contractor	Yes	Owner (4)
Garage Door Opener Pad	Handy Man	No	Owner
Garage Door Weather Seals	Management	No	Association
Garage Light Photo Cell Sensor	Electrician	No	Owner
Gutter Cleaning	Management	No	Association (7)
Gutter Guard	Handy Man	Yes	Owner
Gutters & Downspouts	Management	No	Association
Heat Tape	Electrician	Yes	Owner
Hose Valve - External	Plumber	Yes	Owner
Patio Fences – Vinyl	Vinyl Fence Contractor	Yes	Owner (8)
Patio Fences – Wood	Handy Man	Yes	Owner (2)
Patio Surface – Classic Series	Contractor	Yes	Owner (10)
Roof	Management	No	Association
Roof Vents	Management	No	Association
Shutters	Management	No	Association
Sidewalk	Cement Contractor	Yes	Owner (1)
Siding & Trim Boards	Management	No	Association
Soffit & Fascia	Management	No	Association
Sun Tunnels	Management	Yes	Owner/Association (3)
Wasps / Bees	Management	No	Owner/Association (6)
Windows & Screens	Silver Line	Yes	Owner (9)

- (1). A Procedure exists for Sidewalk Replacement. All other issues are the responsibility of the Owner.
- (2). A consistent patio fence color must be maintained by the Owner.
- (3). Sun Tunnels are the responsibility of the Association only if part of the original construction.
- (4). A consistent garage door exterior color must be maintained by the Owner.
- (5). A consistent front door color must be maintained. The Association has the door painted periodically. The Owner is responsible for painting between these cycles.
- (6). Wasps/Bees are the responsibility of the Association when they are in a Common Area.
- (7). Cleaning of selective gutters will occur after fall leaves have fallen.
- (8). A consistent fence color & structure must be maintained by the Owner
- (9). A consistent window structure must be maintained by the Owner. Silver Line warranty work does not need an Alteration Request.
- (10). A consistent color must be maintained for Pebblestone (or equivalent) re-surfacing.
- All Handy Man items may be performed by the Owner.

Effective: March 14, 2019, Supersedes: March 25, 2018