



Chestnut Grove II

Condominium Association

Maintenance Matrix

Created August 2017
Revised May 2025

Introduction: The Chestnut Grove Condominium Association was established in 2005. Since then, the Board of Directors have developed and edited this Maintenance Matrix. It is designed to work hand in hand with the HOA Reserve. This document explains to all homeowners who is responsible for the repair and maintenance of major capital items. This tool is used by the HOA Board to establish adequate reserve funds by forecasting maintenance and replacement of items. By forecasting a life expectancy, gathering current pricing data and using inflation to be certain that we are maintaining an adequate amount of reserve funds. This is a very important part of our Homeowners Association responsibilities.

As HOA Maintenance expenses increase, the HOA's reserve must also grow, impacting our monthly assessments. Our HOA Boards of Directors over the years have created this fair and clear Matrix.

There are some items listed where we share the responsibility of the maintenance, e.g. Gutters and downspouts. The HOA is responsible for repairs and replacements due to wear and nature; Owners are responsible for accidental damage and cleaning (debris, bird's nests, etc.).

If you ever have a question or need an explanation about this Matrix please feel free to contact any Board Member or our Community Manager.

CGCA Maintenance Matrix

Item Description	Owner	Association	Comments
STRUCTURAL			
Roofs		X	CGCA is responsible for roof repairs and the replacement of roofs to be paid from the Association's Reserve Funds.
Gutters & Downspouts	X	X	CGCA is responsible for repairs and replacements due to wear and nature; Owners are responsible for accidental damage and cleaning (debris, birds, nests, etc.).
External Walls		X	CGCA is responsible for repair and replacement of siding and brick.
Windows	X		Owners are responsible for repair and replacement of all windows as needed (CGCA approval is required prior to replacement), as well as caulking and sealing.

CGCA Maintenance Matrix

Item Description	Owner	Association	Comments
Front Doors	X		Owners are responsible to repair, paint, and replace the unit front door as needed or desired (CGCA approval is required prior to replacement).
Patio Doors	X		Owners are responsible to repair, paint, and replace the unit patio door as needed or desired (CGCA approval is required prior to replacement).
Storm/Screen Doors	X		Owners are responsible to install, repair, and replace the unit storm/screen door as needed or desired (CGCA approval is required prior to replacement).
Garage Doors	X		Owners are responsible for the repair, and replacement the unit garage door as needed or desired (CGCA approval is required prior to replacement).
Front stoops	X	X	Owners must keep stoops clean and in compliance; CGCA is responsible for repairs on the front stoops as needed.
Covered Patios & Not Covered Patios (Phase III) Stoneridge	X	X	Owners must keep patios clean and in compliance. Owners of Stoneridge Duplexes must keep the privacy fence clean and in compliance. CGCA is responsible for repairs as needed. Owners of Bradenton may have privacy fences as needed or desired paid for by owners and are their maintenance responsibility. (CGCA approval is required prior to installation).
Patio Enclosures	X		Owners may purchase a patio enclosure as needed or desired (CGCA approval is required prior to installation).
Driveway Repairs and Replacements		X	CGCA is responsible for the maintenance (sealing), repairs, and replacements of driveways.
Driveway & Sidewalk Weather Maintenance		X	CGCA provides plowing and salting services for driveways and sidewalks from the front door to the driveway, which is mandatory rather than elective.

CGCA Maintenance Matrix

Item Description	Owner	Association	Comments
Sidewalks	X	X	CGCA is responsible for maintenance, repairs, and replacements of sidewalks, provided the damage or deterioration hinders safety or functionality, and not for cosmetic purposes. Owners must clean the sidewalk and are responsible for elective repairs.
Chimneys & Fireplace Inserts/Vents	X	X	CGCA is responsible for the maintenance, repair, and replacement of exterior chimneys and caps. Homeowners are responsible for fireplace inserts and all venting whether through the chimney top or through the bricks.
Clothes Dryer Vents	X		Owners are responsible for cleaning, repairing and replacing the clothes dryer vent pipe and exterior vent covers.
UTILITIES & PLUMBING			
Water Lines	X	X	CGCA is responsible for the service line from the PA American Main water supply line to the point where it comes through the floor of your home. Owners are responsible for all water lines from the point it enters your floor.
Sewer Lines	X	X	CGCA is responsible for the service lines from the foundation of the building to the main utility line. Owners are responsible for the service line from the point it crosses the threshold of the foundation into the home.
Electricity	X	X	CGCA is responsible for electric service lines from the foundation to the main meter box and main electric line. Owners are responsible for the service line where it enters their building and crosses the threshold of the foundational walls to the outputs in their home. Owners are responsible for the electrical outlets on the exterior of their home.
Gas	X	X	CGCA is responsible for service lines from the foundation of the building to the main utility supply line. Owners are responsible for the service line from the point where it enters the building and the threshold of the foundation walls to the outputs in their home.

CGCA Maintenance Matrix

Item Description	Owner	Association	Comments
Furnace and Hot Water Tank	X		Owners are responsible for repairs and replacement of the furnace and hot water tank that serves their home, including all wires, pipes, and connections.
Air Conditioning	X		Owners are responsible for repairs and replacement of the air conditioning unit, all wiring and connections, and the base on which the air conditioner unit sits. This includes Quad second floor heating and air conditioning unit.
OTHER			
Cable Lines	X		Owners are responsible for the elective installation of cable service wires, and that the installation is performed neatly and professionally, with minimal visual impact.
Satellite Dishes	X		Owners are responsible for the elective installation of a satellite dish, and that the installation is performed neatly and professionally, with minimal visual impact, (CGCA approval is required prior to installation). Dishes mounted on brick or roof shingles are prohibited and will require Removal.
Storm Drains		X	CGCA will clean, repair, and replace storm drains as needed.
Mailboxes	X	X	CGCA will replace the mailbox cluster as needed including locks and keys. US Postal Service is responsible for their main cluster locks. CGCA will coordinate the installation of new locks with US Postal Carrier.
Snow Removal		X	CGCA will contract with a professional snow removal provider annually to provide for winter maintenance to the common areas. More detail is provided under the item herein titled "Driveway & Sidewalk Weather Maintenance".

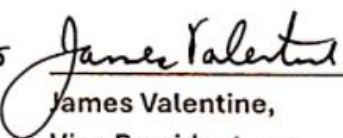
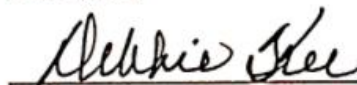
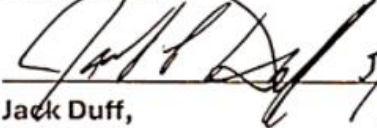
CGCA Maintenance Matrix

Item Description	Owner	Association	Comments
Pest Control	X	X	CGCA will handle pest control in common area landscaping and Owners are responsible for elective, preventive pest control at their properties, and be responsible for pest damage, i.e. termites and mice.
Exterior Light Fixtures	X		Owners are responsible for bulb replacement, fixture replacement, and wiring repairs (CGCA approval is required prior to fixture replacement).
Landscaping	X	X	CGCA is responsible for Landscaping in all common areas throughout the community. This includes all lawn maintenance, and repair and the common area plants at each unit. Owners are responsible for their designated personal landscaping area, and it must be in compliance with the rules and regulations set forth.
Address Plaques and Posts		X	CGCA is responsible for the maintenance and repair of all address plaques on the exterior of each unit and for the address posts installed on driveways.

Implementation

This policy resolution becomes effective on the date signed below.

The Chestnut Grove II Board of Directors may, from time to time, amend this policy resolution as deemed appropriate. Any such amendments will be appropriately communicated to all residents of the Chestnut Grove II Condo Association.

	5/2/2025		05/02/2025
Thomas L. Few, President	Date	James Valentine, Vice President	Date
	5/2/2025		5/2/25
Debbie Kee, Treasurer	Date	Jack Duff, Secretary	Date
	05/02/2025		
Gary Weaver, Member at Large	Date		