

MATRIX OF DAYBREAK HOMEOWNERS AND HOA RESPONSIBILITIES (Revised 11/2015)

This matrix is a summary intended solely as an aid to assist homeowners in distinguishing between their responsibilities and the Daybreak Home Owners Association (HOA) responsibilities on various items that are of frequent interest. It is not intended to be a comprehensive statement of all homeowner/HOA responsibilities nor is it a legally binding document. All homeowners should refer to the HOA's Declaration and Bylaws for a complete understanding of their legal responsibilities. Matters not addressed can be brought to the attention to the HOA Board.

As a general rule, if a homeowner wants to assume responsibility for an item that is normally the responsibility of the HOA, permission of the board and/or an architectural request form must be submitted. In such instances, the homeowner then assumes responsibility for that item going forward and any resulting maintenance, problems or damages.

* Items below with an asterisk (*) will usually require an architectural review form to be submitted.

Item	Association	Homeowner	Notes
Insurance	Common Areas & the Board	Home and Contents	
Taxes	Common Areas	Real Estate & Personal Taxes	
Pay monthly and annual assessments in a timely manner		X	
Assess 18% interest compounded daily plus all court costs for owners who do not pay in a timely manner.	X		
Repair & maintenance of roofs, exterior siding, soffits and trims.	X	(Interior damage from leaks are the responsibility of the homeowner.)	Power washing is the responsibility of the homeowner because it does not extend the life of the siding. It can cause water damage if done improperly.
Interior damage repairs		X	Interior damage from exterior causes are the homeowners responsibility. Ice dams may be a result of inadequate insulation which is the homeowner's responsibility.

Item	Association	Homeowner	Notes
Rain Water Infiltration Issues Relating to Window and Door Flashing	X	X	As of 2012, HOA will reimburse owners up to \$300.00 for flashing replacement over <u>the lifetime of the unit</u> (not per owner). Owner must use Century Spouting or West Shore Exteriors to receive reimbursement. Owner must contract and coordinate the repairs and make payment in full to contractor. HOA will reimburse owner after invoice is provided. Century Spouting: 717-367-6693 West Shore Exteriors: 717-525-1239
Rain Water Infiltration Issues Relating to Flashing Around Wood Decks.		X	
Gutters and Spouting Cleaning.	X	X	The HOA will provide one annual cleaning. Additional cleanings are the responsibility of the homeowner. If gutter guards or other obstructions prevent cleaning – the cleaning becomes the responsibility of the homeowner.
Gutters and Spouting Repair and Maintenance.*	X		
Porch Posts. *	X		
Front door, patio doors, deck doors, and garage door. Painting and maintenance. *		X	Painting, maintenance, repair, or replacement is the responsibility of the homeowner.
Pest Control		X	
Lawn care of lots unless fenced	X	If fenced, homeowner is responsible for care of lawn.	* Fences require an architectural review form and permission of the board. Neighboring owners will also be consulted. Fences cannot obstruct lawn care or other services to neighbors.
Replacing landscaping materials (shrubs, flowers, trees, etc.)		X	

Item	Association	Homeowner	Notes
Adding landscaping materials (shrubs, flowers, trees etc.)		X	* Replacing trees requires architectural review form and permission of the board. Trees cannot obstruct sidewalks, streets or intrude offensively on neighbors. Trees planted by the homeowner become the responsibility of the homeowner.
Pruning Trees – Common Property	X		Association is responsible for pruning trees on common grounds every-other-year.
Pruning Trees – Homeowner Property		X	
Pruning Shrubs – Common Property	X		
Pruning Shrubs – Homeowner Property	X	X	The HOA will prune shrubs annually. Additional pruning is the responsibility of the homeowner. Also, any shrubs or bushes the homeowner plants are the responsibility of the homeowner (for example, a rosebush).
Mulching Flower Beds	X	X	Association every two years, homeowners other times.
Removal of Trees and shrubs – common property.	X		Association is responsible for common area trees and shrubs, and homeowner is responsible for trees and shrubs on personal lot.
Removal of Trees and shrubs – homeowner property.		X	Association is responsible for common area trees and shrubs, and homeowner is responsible for trees and shrubs on personal lot.
Weeding Flower/Shrub Beds		X	
Maintenance of Driveways	X		

Item	Association	Homeowner	Notes
Maintenance of Common Walkways	X		
Maintenance of individual unit steps and walkways to the front door. *		X	
Snow Removal of common area sidewalks, association streets, parking areas, and driveways when snow is over 3 inches	X		
Snow Removal of Less Than 3 inches.		X	May also be subject of Township ordinances.
Snow Removal of individual unit sidewalks and porches		X	Individual unit sidewalks are from the edge of the driveway to the front door.
Trash and refuse		X	Refer to Township ordinances.
Special and Capital Assessments		X	
Attend Annual Meeting	X	X	
Window Replacement or Repair *		X	* Replacement requires architectural review form.
Maintain Lot in Good Repair. *		X	* This includes patios, decks and porches and requires an architectural review form.
Abide by the terms and conditions of the Associations' Declaration and Bylaws.	X	X	
Seek architectural approval from the Board before making any changes to the home or lot. This includes adding fences, satellite dishes, and significant changes in landscaping or replacing numbers, doors, etc.		X	Although the by-laws prohibit satellite dishes, the FCC prevents the Association from regulating them.

Item	Association	Homeowner	Notes
Clean up after their pets. Dispose of all pet waste. Only dogs and cats are permitted at Daybreak.		X	Animal waste is subject to Township ordinances. Residents should report complaints to the township.
Control / leashing of pets.		X	This is subject to Township ordinances. Residents should report complaints to the township.
Wildlife.		X	Township or Game Commission may be of assistance depending upon circumstances.
Fireplace chimneys *		X	Fireplaces are not a common element to all units; consequently, they are the responsibility of the homeowner.
Parking – Township Streets		X	Township ordinances. Contact the township if any problems. Please refrain from parking in front of mailboxes.
Parking – Daybreak Common Areas	X	X	Homeowners, guests and tenants should observe posted rules and signs. Failure to do so can result in penalties that can include fines, towing and booting.
Street Lighting			Maintained by the Township.
Exterior / Landscape Lighting. *		X	Architectural review form required. Lighting should not intrude offensively upon neighbors.
Mail Service/Mailboxes		X	U.S. Postal Service maintains the mailboxes. Contact them with any problems. (7th Street - Uptown Harrisburg Office)