

Arbor Village Responsibility Guidelines

June 2025

*These Guidelines are informational only and subject to change at any time.
Please refer to the Association documentation for specific information.*

In general, "from the studs in" is the Owner's responsibility, and the exterior (including the stoop, sidewalk and driveway) is the Association's responsibility.

	Item/Area	Responsibility
1	All Windows and Exterior Doors, including the front door, garage door, patio door, storm door, etc. (all changes must be pre-approved, see below)	Owner
2	Front Door lock and handles (changes must be pre-approved, see below)	Owner
3	Door bell	Owner
4	Any screen on any door or window	Owner
5	Garage door mechanisms, seal, etc.	Owner
6	Deck, Porch, Sunroom (as originally constructed)	Association
7	Heating and air conditioning equipment, both inside and outside	Owner
8	Air conditioning pad	Owner
9	Any appliances, water heaters, water softeners	Owner
11	Electrical boxes and wiring inside condo, internet/cable hookups (satellite dish must be pre-approved)	Owner
12	Plumbing (water pipes and sewer pipes inside unit) sinks, toilets, etc.	Owner
13	Exterior faucets	Owner
14	Exterior foundation, driveway, stoop, sidewalks	Association
15	Roof, gutters, siding	Association
16	Attic insulation	Owner
17	Landscaping on the side or back of individual units (changes must be pre-approved, see below)	Owner
18	Limestone edging and lamppost area (including light bulbs)	Owner
19	Planting, replacing or removal of shrubs, bushes or flowers in an existing landscaped area adjacent to an individual unit (note: tree planting must be pre-approved, see below)	Owner
20	Annual trimming of shrubs; replenishment of mulch every 2 years in the front beds adjacent to a unit and in the common areas	Association
21	Window cleaning	Owner
22	Gutter cleaning, Deck cleaning, Siding cleaning	Association
23	Pest control in common areas	Association

Any exceptions to AVCA rules and guidelines will be determined by the AVCA Board.

Reminders:

- Any work that impacts the exterior/outside of a homeowner's unit, in any way, must be pre-approved by the Building & Grounds Committee and/or the AVCA Board prior to commencement of the work. In general, the Association does not allow changes to the original design appearance and uniform look of our units (e.g., doors, windows, limestone landscaping bricks, etc.), particularly in the front, without express written consent. Note that such consent may involve changes to the Association's by-laws, rules and regulations, and/or approval by the membership.
- All building and grounds-related work requests, proposed projects or requests for rule changes must be submitted in writing to the Building & Grounds Chair for review and approval by the Building & Grounds Committee, the AVCA Board, and/or the membership, as appropriate for the request. Please allow 30 days leadtime for review and approval of work requests/projects.
- Note that pre-approval is required even if the work is being paid for by the unit owner. Any work completed that has not been pre-approved in writing may need to be removed or undone at the owner's expense. Owners will not be reimbursed for any work completed unless the work is pre-approved in writing prior to commencement of the work.
- In general, the addition, replacement or removal of bushes, shrubs, flowers or other small plants in areas adjacent to an individual unit do not require Building & Grounds approval. Plans to add or modify landscaping along the side and back of units must be reviewed and approved in advance by the Building & Grounds Committee. No additions or modifications are allowed in any common area (e.g., the lawn, the north meadow, south hill, electrical box or lamppost areas, etc.), without specific written approval.
- Any owner-caused damage is the financial responsibility of the owner, and repairs will be completed under the direction/approval of the Association.
- Always refer to the Association's documentation (Declarations, ByLaws, Articles, Rules, etc.) and/or the AVCA Board for final guidance.