

Responsibility Matrix for Villas Unit Owners, Villas Condominium Association (VCA), and FRCA

Adopted by the VCA – October 29, 2015, Amended and Adopted by the FRCA – June 29, 2016,
Approved as Amended by the VCA – July 11, 2016

| Item | Unit Owner | VCA | FRCA | Remarks |
|--|------------|-----|------|---|
| Building, Façade, Foundation, Gutters and Downspouts, Roof, Shutters, Siding, Trim Components, Ventilation and Exhaust Apparatus located on Common Elements – Clean, Repair, and Replace (except as otherwise noted herein – See Dryer Vents) | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Appliances | X | | | |
| Carpet/Floors/Walls inside Unit – Paint, Repair, Clean, Replace | X | | | |
| Decks – Structural Repairs and Replacement, Normal Maintenance and Clean | X | | | |
| Driveway Apron, Common Sidewalks, and Curbs – Repair and Replace | | | X | |
| Driveway and Lead Walkways (i.e., walkway leading to entrance to a Unit) – Repair and Replace | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Dryer Vents/Heating Vents – Normal Maintenance and Cleaning | X | | | |
| Electrical and Related Systems, Components, and Fixtures (Interior and Exterior to a Unit), Serving One Unit Exclusively | X | | | For outside wiring, call provider of service. |
| Electrical and Related Systems, Components, and Fixtures Serving More Than One Unit | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Entry Doors Primary and Secondary Doors Including Sliding Glass Doors and French Doors and Trim – Exterior Painting | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Entry Doors Primary and Secondary Doors Including Sliding Glass Doors, French Doors and Storm Doors (if any), Doorbell, Hardware, Sill, Weather Stripping, and Trim – Clean, Interior Painting, Repair, and Replace | X | | | |
| Falls Run Entrances and Gates – All Maintenance, Repair, and Landscaping/Lighting | | | X | |
| Faucets Outside, Backflow Valve – Repair and Winterize | X | | | |
| Fireplaces, Chimneys/Flues | X | | | |
| Fire Sprinkler – Backflow Inspection, Maintenance and Repair | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Garage Door, Opener, Remote – Clean, Repair, and Replace | X | | | |
| Garage Photo Sensor | X | | | |
| Heating and Cooling Systems and Related Components (Including Exterior Pad), Serving One Unit Exclusively | X | | | |
| Irrigation System | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Landscaping and Grass Mowing | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Landscaping – Foundation Plantings and Decorations Installed by Unit Owner | X | | | |
| Light Bulbs – Inside and Outside | X | | | |

| Item | Unit Owner | VCA | FRCA | Remarks |
|---|------------|-----|------|---|
| Mail/Newspaper Box | | | X | Damage caused by unit owner/guests repaired at unit owner's expense |
| Patio and Stoops – Normal Maintenance and Clean | X | | | |
| Patios and Stoops – Structural Repairs and Replacement | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Pest Exterminating – Outside the Boundaries of the Unit | | X | | |
| Pest Exterminating – Within the Boundaries of the Unit | X | | | |
| Plumbing Serving One Unit Exclusively but Located Outside the Boundaries of the Unit | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Plumbing Serving One Unit Exclusively but Located Inside the Boundaries of the Unit | X | | | |
| Railings (Metal) – Clean, Repair, and Replace | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Retaining Walls (Cast Concrete, Painted) | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Retaining Walls (Modular Red Block, Keystone) and their Metal Railings | | | X | |
| Snow, Ice and Water Removal – Front Stoop, Patio, Stairway, or Deck that Connects to a Unit | X | | | |
| Snow, Ice and Water Removal – Driveways, Common Sidewalks, and Lead Walkways | | X | | Damage caused by unit owner/guests repaired at unit owner's expense |
| Snow, Ice and Water Removal – All Streets and Legend Drive Entrance Sidewalks | | | X | |
| Signage – All | | | X | |
| Storm Drains | | | X | |
| Storm Water Management Pond #5 – All Maintenance, Repair, and Landscaping | | | X | |
| Street Lights and Poles | | | X | |
| Streets and Parking Areas – Clean, Repair, Replace | | | X | |
| Telephone/Cable/Security System Wiring – Inside Unit | X | | | Outside wiring is the responsibility of the service provider. |
| Trash – Removal and Recycling | | | X | |
| Walls – Inside Unit | X | | | |
| Windows and Screens – Clean, Repair, and Replace | X | | | |

Villa homeowners should always first contact Landmarc Real Estate before initiating any maintenance or repair work on an item that is the responsibility of the VCA.

Landmarc Real Estate
3715 Latimers Knoll Court
Fredericksburg, VA 22408
Tel.: 540-371-3406
Emergency: 540-372-1726

VCA Community Manager: **Ryan Fernet**, CMCA, AMS, PCAM
Ext. 213, RFernett@e-landmarc.com
Administrative Assistant: **Kathy Bullock**
Ext. 216, KBullock@e-landmarc.com

Villa homeowners should contact the FRCA management team for all other matters not expressly identified as Condominium specific.

FirstService Residential
11351 Random Hills Rd, Suite 500
Fairfax, VA 22030

FRCA General Manager: 540-899-9958
Emergency: 540-891-8677
Concierge: 540-371-4452
Activities Director: 540-371-4563
Administrative Assistant: 540-907-4382