

**MAINTENANCE MATRIX
DECEMBER 2018**

MAINTENANCE RESPONSIBILITY	HOA	OWNER	APPLICABLE AUTHORITY
Item			Section and Notes
Air Conditioner Serving One Unit		X	CC&Rs Article VI Section 6.04(b)
Animal Removal in Common Area - Dead or Alive	X		CC&Rs Article VI Section 6.01
Owner Installed Antennas - See Satellite Dishes		X	
Appliances Within a Unit		X	CC&Rs Article VI Section 6.04(b)
Attic Areas		X	CC&Rs Article VI Section 6.02, 6.03, Article I Section 1.18
Balconies - Maintenance of Interior Surfaces and Cleaning		X	CC&Rs Article VI Section 6.04(e)
Balconies - Railings & Walls - Maintain, Repair and Replace	X		CC&Rs Article VI Section 6.03
Balconies - Structural Components	X		CC&Rs Article VI Section 6.03
Balconies - water damage to railing from excess plant watering		X	CC&Rs Article VI Section 6.05(a)
Common Area Building Signs	X		CC&Rs Article VI Section 6.01(b)(iv)
Building Structures	X		CC&Rs Article VI Section 6.02
Building Wood Trim - Maintenance & Replacement Common Area	X		CC&Rs Article VI Section 6.02
Cable TV, wiring within or serving only one unit		X	CC&Rs Article VI Section 6.04(b)
Circuit Breakers servicing individual unit		X	CC&Rs Article VI Section 6.04(b)
Common Area Components including parking areas, building structures housing units, including, the roofs, exterior walls of said structures, exterior doors and windows of said structures, including garage doors, and utility and installations, including waste and sewage disposal systems, that serve more than one unit.	X		CC&R's Article VI, Section 6.02
Damage to any part of the Property caused by negligent or willful acts or omissions of the owner and/or owner's family, lessees, tenants, licensees, guests, invitees, and/or contract purchasers, wherever located		X	CC&R's Article VI, Section 6.05 (a)
Doorbells (Chime)		X	CC&Rs Article VI Section 6.04(b)
Exterior Unit Doors - weather-stripping		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)

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Exterior Unit Doors Entry Flashing		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Exterior Unit Doors Entry Locks/Hardware		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Exter Unit Doors Unit Entry Frame		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Exterior Unit Door - Original or replaced (Type of door subject to Board approval)		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Exterior Unit Door - Paint	X		CC&Rs Article VI Section 6.02, Article VII Section 7.08
Interior Unit Doors		X	CC&Rs Article VI Section 6.04(d)
Patio Unit Door Screen		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Patio Unit Door Sliding Glass		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Dryer Vent - Repair & Replacement		X	CC&Rs Article VI Section 6.04(e)
Dryer Vent Cleaning		X	CC&Rs Article VI Section 6.04(e)
Electrical - Inside Units		X	CC&Rs Article VI Section 6.04(b)
Electrical Fixtures servicing the unit		X	CC&Rs Article VI Section 6.04(b)
Electrical Outlets servicing the unit		X	CC&Rs Article VI Section 6.04(b)
Electrical Wiring servicing one unit		X	CC&Rs Article VI Section 6.04(b)
Exterior Common Area Landscaping	X		CC&Rs Article VI Section 6.01
Fencing	X		CC&Rs Article VI Section 6.02
Fire Extinguishers (Common Area)	X		CC&Rs Article VI Section 6.01
Fireplaces		X	CC&Rs Article VI Section 6.04(d)
Garage Door - Mechanical Components		X	CC&Rs Article VI Section 6.04(e), Article I Section 1.18
Garage Door - Original or replaced		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Garage Door - Paint (Subject to Board Approval)	X		CC&Rs Article VI Section 6.02, Article VII Section 7.08
Gates - common areas	X		CC&Rs Article VI Section 6.01(b)(2)
Gates - individual units patio		X	CC&Rs Article VI Section 6.04(e)
HVAC - Individual Units		X	CC&Rs Article VI Section 6.04(b)

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Insulation - attic & walls		X	CC&rs Article VI Section 6.02, 6.03, Article I Section 1.18
Lighting - common areas	X		CC&Rs Article VI Section 6.01
Mailbox - common area	X		CC&Rs Article VI Section 6.01
Mold/Asbestos/Toxics remediation (interior walls of units)		X	CC&R's Article VI, Section 6.04(d)
Mold/Asbestos/Toxics remediation (exterior and common/dividing walls)	X		CC&Rs Article VI Section 6.02
Owner Interior Modification & Improvements		X	CC&R's Article VI, Section 6.04(d)
Maintenance, repair and replacement of all components of the Owner's Unit		X	CC&R's Article VI, Section 6.04
Painting - common area	X		CC&Rs Article VI Section 6.02
Painting - Inside individual Units		X	CC&Rs Article VI Section 5.02, Article VI Section 6.04(d)
Patio - Door Track		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Patios - Flooring		X	CC&Rs Article VI Section 6.04(e)
Patio sewage, water and drain lines that serve individual Unit		X	CC&Rs Article VI Section 6.04(c)
Patio sewage, water and drain lines under the patio that serve multiple Units	X		CC&Rs Article VI Section 6.02
Pest Control - common areas	X		CC&Rs Article VI Section 6.01
Pest Control - Individual Unit		X	CC&Rs Article VI Section 6.04(a)
Plumbing - hose bib garage		X	CC&Rs Article VI Section 6.04(e)
Plumbing - house shut off		X	CC&Rs Article VI Section 6.04(b)
Plumbing - individual unit		X	CC&Rs Article VI Section 6.04(b)
Plumbing - patio shut off		X	CC&Rs Article VI Section 6.04(b)
Plumbing - pressure regulators common area serving multiple units	X		CC&Rs Article VI Section 6.02
Rain Gutters & Screens	X		CC&Rs Article VI Section 6.02
Retaining Walls	X		CC&Rs Article VI Section 6.02
Satellite Dish & cable damage to roof and walls		X	Satellite Policy

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Owner Installed Satellite Dish & cables		X	Satellite Policy
Satellite Dish Removal, including cables		X	Satellite Policy
Sewage Backup Damage - caused by backups on individual unit laterals serving one unit		X	CC&Rs Article VI Section 6.04(c)
Sewer Backup Damage - caused by backups on main drain sewage lines serving multiple units	X		CC&Rs Article VI Section 6.02
Sewer clean outs - common areas	X		CC&Rs Article VI Section 6.02
Sewer clean-outs - servicing individual unit		X	CC&Rs Article VI Section 6.04(c)
Sewer laterals serving a single unit		X	CC&Rs Article VI Section 6.04(c)
Sewer lines - Within walls or floors serving one unit		X	CC&Rs Article VI Section 6.04(c)
Sewer lines serving two or more units	X		CC&Rs Article VI Section 6.02
Sewer Lines- toilet backup in line serving just one unit		X	CC&Rs Article VI Section 6.04(c)
Sewage Backup Damage confined to one unit caused by a unit backup problem		X	CC&Rs Article VI Section 6.04(c)
Sewage Backup Damage caused by the main sewer being backed up	X		CC&Rs Article VI Section 6.02
Sewage Main Line camera work	X		CC&Rs Article VI Section 6.02
Sewage Lateral Line camera work for individual unit		X	CC&Rs Article VI Section 6.04(c)
Solar Roof Fan - Individual Unit		X	CC&Rs Article VI Section 6.04(e)
Stucco building exteriors - painting & repair	X		CC&Rs Article VI Section 6.02
Swales - Common Area	X		CC&Rs Article VI Section 6.01
Swimming pool	X		CC&Rs Article VI Section 6.01(b)(i)
Swimming pool - heater & equipment	X		CC&Rs Article VI Section 6.01(b)(i)
Swimming pool - storage & equipment area	X		CC&Rs Article VI Section 6.01(b)(i)
Swimming pool enclosure, fence & gates	X		CC&Rs Article VI Section 6.01(b)(i)
Telephone wiring - common areas	X		CC&Rs Article VI Section 6.02
Telephone wiring - Individual Units		X	CC&Rs Article VI Section 6.04(b)
Television cables for individual units		X	CC&Rs Article VI Section 6.04(b)
Termite Control - Common Areas and Building Exterior	X		Civil Code Section 4780
Termite Control - Individual Units	X		Civil Code Section 4785
Termite Damage - individual units		X	CC&Rs Article VI Section 6.04(d)

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Termite Damage - Common Aread and Building Exterior	X		Civil Code Section 4780
Trash Pickup		X	CC&R's Article VII, Section 7.06
Trees trimming & maintenance - within patio area		X	CC&Rs Article VI Section 6.04(e)
Trees trimming & maintenance located within common area	X		CC&Rs Article VI Section 6.01(b)
Utilities - water, gas, sewage serving multiple units	X		CC&Rs Article VI Section 6.02
Utilities - water, gas, sewage serving one unit including gas & electric meters		X	CC&Rs Article VI Section 6.04(b)
Water Heater		X	CC&Rs Article VI Section 6.04(b)
Window Glass		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Window caulking		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)
Window replacement		X	CC&Rs Article VI Section 6.02, Article I Section 1.18, Article VI Section 6.03, 6.04 (e)