

# ABC Association

## Maintenance, Repair, and Replacement Matrix

This matrix is intended as a guide for association residents who have questions about the distribution of maintenance, repair, and replacement responsibilities between themselves and ABC Association. This is not intended to be a complete list of every component, and may not address every maintenance situation. Please contact ABC Association's designated contact if you have any questions.

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>A/C pads</b> <i>(for Units)</i>		
<b>Air conditioning equipment</b> <i>(all parts servicing system, including condenser/compressor servicing the Unit and all pipes, conduits and wires regardless of location)</i>		
<b>Air conditioning weep lines</b>		
<b>Appliances</b> <i>(including water supply lines to/from appliances)</i>		
<b>Arbors</b>		
<b>Asphalt paving</b> <i>(maintenance &amp; repair)</i>		
<b>Attics</b> <i>(cleaning &amp; maintenance)</i>		
<b>Attics</b> <i>(repair, maintenance of any Owner improvement)</i>		
<b>Attics</b> <i>(repair, maintenance of un-improved)</i>		
<b>Balconies</b> <i>(cleaning)</i>		
<b>Balcony structure</b> <i>(maintenance, repair &amp; replacement)</i>		
<b>Bathtubs</b>		
<b>Beach portion of Common Area</b>		
<b>Berms</b>		
<b>Bicycle/Pedestrian path</b>		
<b>Boilers</b> <i>(hot water)</i>		
<b>Brick</b> <i>(exterior building surface(s))</i>		
<b>Bridge(s)</b>		
<b>Building directory signs</b>		
<b>Building structure</b>		
<b>Bulletin boards</b>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Cabinets &amp; Cabinetry</b> <i>(within Units)</i>		
<b>Carbon monoxide detectors</b> <i>(within Units)</i>		
<b>Carports</b> <i>(cleaning)</i>		
<b>Carport structures</b> <i>(maintenance &amp; repair)</i>		
<b>Cathodic protection</b>		
<b>Ceilings</b> <i>(sprayed-on acoustical finish)</i>		
<b>Clubhouse</b>		
<b>Common Area</b> <i>(except maintained by owners)</i>		
<b>Concrete pad</b> <i>(entry for Residences)</i>		
<b>Courts</b> <i>(cleaning)</i>		
<b>Courts</b> <i>(Maintenance, repair &amp; replacement)</i>		
<b>Crawlspaces</b>		
<b>Damage due to delays in reporting</b>		
<b>Decks</b> <i>(cleaning)</i>		
<b>Deck structure</b>		
<b>Detectors</b> <i>(smoke &amp; carbon monoxide for Units)</i>		
<b>Dishwashers</b> <i>(including water supply &amp; drainage lines)</i>		
<b>Diverter valves for showers</b> <i>(within Units)</i>		
<b>Docks</b> <i>(maintenance &amp; repair)</i>		
<b>Door chimes</b> <i>(within Units)</i>		
<b>Door frames</b> <i>(exterior surfaces - painting)</i>		
<b>Door frames</b> <i>(maintenance, repair, replacement &amp; painting of interior surfaces)</i>		
<b>Door hardware, locks &amp; keys</b>		
<b>Door seals, insulation &amp; weatherstripping</b>		
<b>Doors</b> <i>(All - maintenance, repair &amp; painting of interior surfaces)</i>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Doors</b> <i>(All except Front &amp; Garage -maintenance, repair &amp; replacement)</i>		
<b>Doors</b> <i>(front door - staining exterior surface)</i>		
<b>Doors</b> <i>(front door - repair &amp; replacement)</i>		
<b>Doors</b> <i>(garage &amp; garage pedestrian doors -painting exterior surfaces)</i>		
<b>Doors</b> <i>(garage door - repair &amp; replacement)</i>		
<b>Doors</b> <i>(glass door - maintenance, repair &amp; replacement)</i>		
<b>Doors</b> <i>(interior doors - maintenance, repair, replacement &amp; painting)</i>		
<b>Drainage facilities</b> <i>(Common Area, including swales)</i>		
<b>Drainage facilities</b> <i>(Lot landscaped areas &amp; swales)</i>		
<b>Driveways</b>		
<b>Dryer vents</b> <i>(cleaning, Maintenance, repair &amp; replacement)</i>		
<b>Dryrot &amp; pest damage</b> <i>(building structure)</i>		
<b>Dryrot &amp; pest damage</b> <i>(during escrow)</i>		
<b>Drywall</b> <i>(within Units)</i>		
<b>Electrical fixtures &amp; plugs</b>		
<b>Electrical wiring</b> <i>(serving 1 Unit)</i>		
<b>Electrical wiring</b> <i>(serving 2 or more Units)</i>		
<b>Elevators</b>		
<b>Exterior building surfaces</b> <i>(maintenance, repair, replacement &amp; painting)</i>		
<b>Executive office &amp; furnishings</b>		
<b>Exercise room &amp; exercise equipment</b>		
<b>Exterior door frames</b> <i>(interior surfaces)</i>		
<b>Exterior door frames</b> <i>(exterior surfaces)</i>		
<b>Exterior doors</b> <i>(interior surfaces)</i>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Exterior doors</b> <i>(exterior surfaces)</i>		
<b>Exterior lighting fixtures</b> <i>(Unit controlled)</i>		
<b>Exterior lighting fixtures</b> <i>(All other)</i>		
<b>Exterior hose bibs</b> <i>(serving Unit)</i>		
<b>Exterior hose bibs</b> <i>(All other)</i>		
<b>Facilities</b> <i>(Common Area)</i>		
<b>False ceilings</b> <i>(those lowered below any area of sprayed-on acoustical finish)</i>		
<b>Fans</b> <i>(kitchen &amp; bathroom)</i>		
<b>Fences, perimeter</b>		
<b>Fences/Gates</b> <i>(patio &amp; perimeter)</i>		
<b>Fences/Gates</b> <i>(painting exterior surfaces)</i>		
<b>Fireplaces</b> <i>(maintenance, repair, replacement of firebox, flue, chimney, spark arrestor, spark arrestor, cap, etc.)</i>		
<b>Fire equipment &amp; hoses</b>		
<b>Fire suppression/sprinklers</b>		
<b>Fixtures</b> <i>(within Unit, including water supply lines to/from)</i>		
<b>Flooring</b> <i>(w/i Unit)</i>		
<b>Foundations</b> <i>(building)</i>		
<b>Framing</b> <i>(building)</i>		
<b>Front porches &amp; stairs</b>		
<b>Furniture &amp; furnishings</b> <i>(within Unit)</i>		
<b>Garage door</b> <i>(openers/remotes- repair or replacement)</i>		
<b>Garage door</b> <i>(mechanical opening equipment)</i>		
<b>Garage interiors</b> <i>(cleaning &amp; maintenance of interior surfaces)</i>		
<b>Garage structure</b> <i>(maintenance, repair &amp; replacement)</i>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Garbage enclosures</b>		
<b>Gas shut-off valve</b> <i>(within Units)</i>		
<b>Gate hardware, locks &amp; keys</b> <i>(for patios)</i>		
<b>Gates</b> <i>(front entry to Residences)</i>		
<b>Gates</b> <i>(vehicle/pedestrian entrance)</i>		
<b>Gate hardware, locks &amp; keys</b> <i>(w/i Lot)</i>		
<b>Gate opening mechanism</b> <i>(mounted to gate)</i>		
<b>Gate opener</b> <i>(remote)</i>		
<b>Glass windows, including:</b> <ul style="list-style-type: none"> <li>• Glass within doors</li> <li>• <b>Window screens</b></li> <li>• <b>Frames</b></li> </ul>		
<b>Glass windows - frames</b>		
<b>Greenbelt &amp; open space(s)</b> <i>(Common Area)</i>		
<b>Gutters &amp; Downspouts</b>		
<b>Heating equipment</b> <i>(Unit, all parts including condenser/ compressor &amp; all pipes, conduits and wires)</i>		
<b>HVAC</b> <i>(for Units)</i>		
<b>Hot tub</b>		
<b>Housing costs</b> <i>(incurred if repairs require move out)</i>		
<b>Improvements</b> <i>(upgrades to home interiors)</i>		
<b>Insulation</b> <i>(for Units)</i>		
<b>Intercom</b> <i>(security, including speakers located within Units, except where an Owner has relocated that speaker)</i>		
<b>Interior door frames</b> <i>(all surfaces)</i>		
<b>Interior doors</b> <i>(all surfaces)</i>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Interior finished surfaces of:</b> <ul style="list-style-type: none"> <li>• Baseboards</li> <li>• Ceilings</li> <li>• Floors</li> <li>• Floor Coverings</li> <li>• Painted Surfaces</li> <li>• Walls</li> </ul>		
<b>Irrigation system</b> <i>(courtyards &amp; patios)</i>		
<b>Irrigation system</b> <i>(all other)</i>		
<b>Kitchen appliances</b> <i>(including water supply lines)</i>		
<b>Landscaping</b> <i>(general common area)</i>		
<b>Landscaping</b> <i>(exclusive use Balconies &amp; Patios)</i>		
<b>Lighting</b> <i>(Common Area)</i>		
<b>Lighting</b> <i>(exterior including patio lights controlled from interior)</i>		
<b>Lighting</b> <i>(Unit interiors)</i>		
<b>Mailbox</b> <i>(locks &amp; keys)</i>		
<b>Mailbox structures</b>		
<b>Mailroom</b>		
<b>Mold/Asbestos/Toxics remediation</b> <i>(within Unit)</i>		
<b>Natural gas lines</b> <i>(serving 1 Unit)</i>		
<b>Natural gas lines</b> <i>(serving 2 or more Units)</i>		
<b>Odors</b> <i>(repair, closure or sealing of Unit penetrations allowing odors or smells to exit or enter Unit)</i>		
<b>Open Space(s)</b> <i>(including hiking trails, benches &amp; picnic tables)</i>		
<b>Owner modifications, installations &amp; improvements</b>		
<b>Painting</b> <i>(exterior surfaces - Building)</i>		
<b>Painting</b> <i>(interior surfaces - Units)</i>		
<b>Parking spaces</b> <i>(cleaning)</i>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Parking spaces</b> <i>(maintenance &amp; repair)</i>		
<b>Party elements</b> <i>(roofs, walls, foundations, etc.)</i>		
<b>Patios</b> <i>(cleaning)</i>		
<b>Patio decking</b> <i>(owner installed)</i>		
<b>Patio decking</b> <i>(developer installed)</i>		
<b>Patio structure</b>		
<b>Perimeter fences</b>		
<b>Personal property</b>		
<b>Pest eradication</b> <i>(within Unit)</i>		
<b>Pest eradication</b> <i>(Common Area)</i>		
<b>Playground area &amp; equipment</b>		
<b>Plumbing</b> <i>(including fixtures that service one Unit)</i>		
<b>Plumbing</b> <i>(serving 2 or more Units)</i>		
<b>Porches</b> <i>(front, including stairs)</i>		
<b>Private Streets</b> <i>(including curbs, lights, walks, etc.)</i>		
<b>Railings</b> <i>(galvanized metal)</i>		
<b>Ramps</b> <i>(maintenance, repair or replacement)</i>		
<b>Rec/exercise room</b>		
<b>Restrooms</b> <i>(Common Area)</i>		
<b>Retaining walls</b>		
<b>Rip-rap, seawalls, concrete bulkheads</b>		
<b>Roofs</b>		
<b>RV parking area</b>		
<b>Saunas</b>		
<b>Sewer clean-outs</b> <i>(serving single Unit/Lot)</i>		
<b>Sewer laterals</b> <i>(serving single Unit/Lot)</i>		
<b>Sewer lift station &amp; back up generator</b>		

Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Sewer lines</b> <i>(serving single Unit/Lot)</i>		
<b>Sewer lines</b> <i>(serving two or more Units/Lots)</i>		
<b>Shoreline improvements, including rip-rap</b>		
<b>Showers</b> <i>(for pool)</i>		
<b>Showers</b> <i>(within Unit)</i>		
<b>Shower valves</b> <i>(for Unit showers)</i>		
<b>Shower valve</b> <i>(for pool)</i>		
<b>Sidewalks &amp; walkways</b>		
<b>Siding</b> <i>(stucco or wood)</i>		
<b>Sinks, faucets &amp; drains</b> <i>(within Unit, including water supply lines)</i>		
<b>Skylights</b> <i>(excluding any owner modifications)</i>		
<b>Skylights</b> <i>(owner modifications)</i>		
<b>Slope control</b> <i>(lagoon easement area)</i>		
<b>Smoke detectors/alarms</b> <i>(within Units)</i>		
<b>Solar devices</b>		
<b>Spa</b> <i>(Common Area, including heater &amp; pump)</i>		
<b>Stairs</b> <i>(exterior)</i>		
<b>Storage cabinets</b> <i>(cleaning)</i>		
<b>Storage cabinets</b> <i>(maintenance, repair, replacement)</i>		
<b>Storm drain system</b>		
<b>Stucco</b> <i>(Building exteriors - painting)</i>		
<b>Stucco</b> <i>(Building exteriors - maintenance &amp; repair)</i>		
<b>Subflooring</b> <i>(Excluding, however, flooring materials such as carpet, tile and/or vinyl located upon the subflooring)</i>		
<b>Swales</b>		



Item	Association's Responsibility	Unit/Lot Owners' Responsibility
<b>Swimming pool</b> <i>(including pool apron &amp; pool house)</i>		
<b>Swimming pool storage area</b>		
<b>Swimming pool enclosure, fence &amp; gates</b>		
<b>Swimming pool heater &amp; equipment</b>		
<b>Telephone lines</b> <i>(serving a single Unit including lines running to the main box in each building)</i>		
<b>Tennis courts</b> <i>(including surfaces, fence &amp; nets)</i>		
<b>Television cables</b> <i>(including television/cable service lines from main box in each building to owner's Unit)</i>		
<b>Terraces</b> <i>(cleaning)</i>		
<b>Terrace structures</b> <i>(including fences &amp; railings)</i>		
<b>Toilets</b> <i>(within Units, including water supply lines)</i>		
<b>Toilets</b> <i>(clubhouse/pool, including water supply lines)</i>		
<b>Tot lot</b>		
<b>Trees</b> <i>(trimming &amp; maintenance, including any located within any Exclusive Use Common Areas)</i>		
<b>Trellis</b>		
<b>Utilities</b> <i>(provide service to a single Unit)</i>		

### Other Owner Responsibilities:

Any damage to any part of the Complex 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.

Any damage resulting from problems that originate from the Unit as described in the CC&Rs, particularly those items maintained exclusively by that Unit owner(s).

### Acknowledgments

The content of this matrix was developed by Betty Jones, Esq., an attorney with the law firm of Russell & Mallett, LLP. Their firm may be found online at [www.russell-mallett.com](http://www.russell-mallett.com) or contacted at 925.947.4915.

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