

**MAINTENANCE MATRIX**

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
<b>Air Conditioner</b>		X	
Compressor		X	
Fan		X	
<b>Animal Removal from Unit</b>	X		
<b>Appliances</b>			
Dishwasher		X	
Stove		X	
Refrigerator		X	
Washer/Dryer		X	
<b>Basement</b>			
Cracks	X		
Drainage	X		
Leaks	X		
<b>Cabinets and Shelves</b>		X	
<b>Carports</b>	X		
<b>Chimney</b>			
Birds	X		
Cap Cracks	X		
Flue	X		
Leaks	X		
<b>Deck</b>			
Lights	X		FIXTURE - CO-OWNER
Maintenance	X		
Screens		X	
Snow Removal	X		
Structure	X		
<b>Doors, Exterior</b>			
Knobs/Lock Mechanism	X		Main Door
Frame	X		
Inside Surface	X		
Lockouts		X	
Threshold	X		
Outside Surface	X		
Storm Doors		X	
<b>Doors, Interior</b>		X	
<b>Electrical</b>			From point of hookup to fixtures.
Bulbs	X		
Circuit Breakers/Box		X	
Doorbells	X		
Fixtures-Interior		X	
Porch Lights	X		
Outlets & Switches, Interior		X	
Outlets, Exterior	X		
Security Lights	X		
<b>Fences</b>			
Patio divider fences	X		Pool area
Other co-owner fences			
<b>Floors</b>			
Coverings		X	
Subfloor		X	
Trim		X	
<b>Garages</b>			n/a
Door Opener			n/a
Door			
Floor	X		
<b>Garages</b>			N/A

08/25/09			N/A
Lock			N/A
Walls			N/A
Weather Stripping			
<b>ITEM</b>	<b>ASSOCIATION</b>	<b>CO-OWNER</b>	<b>COMMENTS</b>
Insect Infestation	X		
<b>Lawn &amp; Grounds</b>	X		
Common Areas	X		
Tree, Shrub Trimming	X		
Dumpster Enclosure	X		
<b>Pattios</b>			
Lights	X		
Repairs	X		
Snow Removal		X	
<b>Plumbing</b>			
Disposal		X	
Drain Clogging		X	
Leaks-Faucet, Fixture		X	
Leaks-Inside Walls	X		
Malfunction-Fixture		X	
Malfunction-Pipe	X		
Outside Faucet	X		
Sewer Backup	X		
Sewer Backup Damage		X	
Sump Pump	X		
Toilet		X	
Underground Pipes	X		
Water Meter/Bills	X		
<b>Porch</b>			
Carpet		X	
Light Fixture		X	
Maintenance		X	
Screens		X	
Railing	X		
Repairs	X		
Snow Removal	X		
Roof & Downspouts	X		
Sidewalks	X		
Smoke Detectors		X	
Television Cable		X	
<b>Walls</b>			
Exterior	X		
Interior		X	
Drywall Cracks	X		If do to structural damage
Nail pops		X	
Paint/ Wallpaper		X	
Structural Failure	X		
Surfaces		X	
<b>Windows and Doorwalls</b>			
Broken Glass	X		EXTERIOR
Caulking-exterior	X		
Handles & Locks		X	
Frame	X		
Screens		X	
Seals Defective-Fog	X		
Sills	X		
Weather Stripping	X		
<b>Water Heaters</b>			
		X	