

CLIFFS ON THE POINT II MAINTENANCE & RESPONSIBILITY MATRIX

The maintenance matrix is a breakdown of the various responsibilities of the co-owners and association in an easy to read format. Please reference this chart prior to submitting a maintenance request.

Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and By-laws for the condominium association with subsequent interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the maintenance, repair and replacement of the Association is the responsibility of the Board of Directors and may be delegated to the Association's Management Agent.
3. In general, the condominium association is responsible for maintenance, repair, and replacement of the General Common Elements including land, roads, sidewalks, utility networks (electrical, gas, telephone, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
4. In general, the Co-owners are responsible for maintenance, repair, and replacement of items within the inside of the perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners' use such as fixtures.
5. In general, the Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves, guests, and or invitees regardless of normal maintenance responsibility.
6. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all Co-owners through the association fees.
7. Modification or alteration requires approval of the Board of Directors. Please submit all modification requests to the Board before commencing work.
8. These statements and the attached matrix serve only as guidelines, and if any items conflict with the recorded Master Deed and By-laws, then the recorded documents will prevail.

ITEM	ASSOC	CO-OWNER	COMMENTS
Air Conditioner			
Compressor & Fan		X	
Animal Removal From Unit		X	UNLESS IN ATTIC OR WALLS
Appliances			
Dishwasher		X	
Disposal		X	
Microwave		X	
Range/Oven & Vent Hood		X	
Refrigerator		X	
Balconies			
Lights		X	ASSOC REPLACES FIXTURE
Painting		X	
Snow Removal		X	
Structure	X		
Cabinets & Shelves		X	
Carpports	X		
Chimneys			
Birds	X		
Cap Cracks	X		
Flue	X		
Gas Leaks	X		
Docks		X	
Doors, Exterior			
Frame	X		
Inside/Outside Surface	X		
Knobs/Lock Mechanism	X		
Lockouts		X	
Threshold	X		
Doors, Interior		X	
Door, Unit Entry			
Exterior	X		
Interior		X	
Knobs/Lock Mechanism		X	
Electrical, Common Areas			
Circuit Breaker	X		
Doorbells/Intercom	X		
Bulbs	X		
Outlets	X		
Security Lights	X		
Electrical, Interior Unit			
Circuit Breakers		X	
Fixtures		X	
Outlets & Switches		X	
Fireplace			
Log Set/Hearth		X	
Safety Screen		X	

ITEM	ASSOC	CO-OWNER	COMMENTS
Floor Coverings		X	
Subfloor	X		UNLESS DUE TO NEGLIGENCE
Foundation			
Cracks	X		
Drainage	X		
Leaks	X		
Front Entry & Hallway			
Carpet	X		
Light Fixture	X		
Mailboxes		X	CONSULT USPS
Railing	X		
Smoke Detectors	X		
Snow Removal	X		
Windows	X		
Furnace		X	
Insect Infestation	X		CALL ASSOCIA/KRAMER-TRIAD FOR APPOINTMENT
Laundry Machines	X		
Lawn & Grounds			
Common Areas	X		
Tree/Shrub Trimming	X		
Dumpster Area	X		
Snow Removal	X		
Stairwells & Paths	X		
Plumbing			
Drain Clogging		X	THROUGH TRAP, THEN ASSOC
Exterior Faucet	X		
Leaks – Faucet/Fixture		X	
Leaks – Inside Walls	X		
Pipes – Underground	X		
Sewer Backup	X		UNLESS DUE TO NEGLIGENCE
Sewer Backup Damage		X	CHECK WITH INSURANCE CO
Shut-off Valves	X		
Toilet		X	
Water Meter/Bills	X		
Roof & Downspouts	X		
Sidewalks	X		
Television Cable		X	
Walls			
Exterior	X		
Interior		X	
- Drywall Cracks		X	
- Nail Pops		X	
- Paint/Wallpaper		X	
- Structural Failure	X		
ITEM	ASSOC	CO-OWNER	COMMENTS

Windows & Doorwalls			
Broken Glass		X	
Caulking – Exterior	X		
Handles & Locks		X	
Frame		X	
Screens		X	
Sills	X		
Weather Stripping		X	
Water Heaters	X		