

## Heatherwood Association Maintenance Matrix

This is not intended as a replacement of the Bylaws & Master Deed. Neither the Association nor the Agent is responsible for any errors contained herein.

Description	Association Responsibility	Co-owner's Responsibility	Master Deed Ref. or Comments
<b>Air Conditioners:</b> Compressor, Duct Work & Fan		X	Doc. Sec.4.2 (a&c), 4.4(a)
<b>Animal/Birds (Stray) (Pests / Insects / Rodents)</b>			
In Unit	X	X	Contact Agent
Inside Attic/Roof/Walls & Common Entry Hallways	X		
<b>Appliances:</b> Dishwasher, Microwave, Range Hood, Refrigerator, Stove, Water Heater, Whirlpool Bathtub, etc.		X	
<b>Balcony/Porch/Patio:</b>			
Carpet, Lights, Railing, Floor, Screens, Slab, Snow Removal and Staining Wooden Balcony/Deck		X	
Structural Elements	X		
Chimney: See Fireplaces and Chimneys below			
Birds, Cleaning & Flue		X	
Cap Cracks & Water Leaks	X		
<b>Common Entry Hallways:</b> Doors, Hallways, Stairs, Stairway, Exterior Outlets, Light Fixtures, Heaters, Carpet Cleaning, Walls, etc.	X		
<b>Concrete Driveways &amp; Paths:</b> Repair & Snow Removal	X		
<b>Dryer ductwork</b>	X		External duct only
<b>Electrical:</b>			
Circuit Breakers, Doorbells, Fan/Fan Lights, Interior Outlets/Switches, Porch Lights/Switches, Unit Light Fixtures & Unit Security Systems		X	
Circuits (wiring in walls) (?)	X	X	Doc. Sec. 4.2(d), 4.4(a)
Exterior Lights	X		
<b>Entry Doors:</b>			Doc. Sec. 4.2(d),4.4(a)
Door Knob, Locksets, Interior & Exterior Surfaces, Threshold, Warping & Weather Stripping		X	
Frame, Exterior Trim & Sills	X		
<b>Exterior:</b> General Maintenance, Trim, Siding, Outer Wall Painting and Water Damage	X		
<b>Fireplaces &amp; Chimneys (All)</b>		X	
<b>Fire Suppression</b>	X		
<b>Foundations</b>	X		
<b>Furnace:</b> including Humidifier, Fans and Ductwork		X	Doc. Sec. 4.2(a&c), 4.4(a)
<b>Garage:</b>			
Inside Lights, Weather Stripping, Door, Door Opener(s) & Door Locks		X	Contact Agent
Outside Lights, Exterior Wall & Trim	X		

<b>Glass Doors, Windows:</b>			Doc. Sec. 4.2(a&c), 4.4(a)
Broken Pane, Lock, Handles, Screen, Sills & Weather Stripping		X	
Caulking (exterior), Exterior Frame & Trim	X		
<b>Interior:</b> Cabinets, Shelves, Carpet, Ceiling, Doors, Drywall, Floors, Linoleum, Sub-Floor, Tile, Trim and Walls		X	
<b>Patio/Porch (See Balcony/Porch/Patio)</b>			
<b>Plumbing:</b>			
Disposal, Drain Clogging (traps), Faucet/Fixture (interior) & Toilet		X	
Faucet/Fixture (exterior), Sewer Backup, Main Line	X		
Malfunction – fixture	X	X	
<b>Utility Lines:</b>			
Electrical in Commons			DTE responsibility
Electrical in Walls of the Unit		X	
Gas Lines, Interior Line	X	X	Contact Agent
Gas Lines in Commons	X		DTE responsibility
Shared Water Lines in Walls up to the Water Meter	X		
Water Lines Serving an Individual Unit		X	
<b>Roof:</b> Including Gutters	X		
<b>Sidewalks and Footpaths</b>	X		
<b>Smoke &amp; Carbon Monoxide Detectors:</b> Including Battery			
In Unit - Wired to electrical system		X	
In Common Hallways	X		
<b>Telephone and TV Cable (summarized last 4 lines)</b>			
Instrument & Jack		X	
Wiring in walls	X		