

MAINTENANCE, REPAIR AND INSURANCE RESPONSIBILITIES

Association Name: _____

Date: _____

This chart shows whether Owners or the Association are responsible for the maintenance, repair and replacement of various items pursuant to the Condominium Declaration for _____.

Using "A" or "O" in the Maintenance and Insurance columns below list who is responsible for maintenance, repair and replacement.

A = _____ Association

O = Owner

**This is a sample worksheet. Your HOA may have additional items that need coverage/maintenance that are not included on this sheet. For a comprehensive insurance policy review please contact C3 Group Inc at www.c3adjusters.com

	MAINTENANCE	INSURANCE
BUILDING EXTERIOR		
Building-structure, including foundations, columns, girders, beams and supports		
Siding, including painting, repairing and replacing		
Brick, trim and other exterior surfaces and improvements		
Roof shingles and roof underlay		
Gutters and downspouts		
Patios, balconies, decks, porches general cleaning		
Patios, balconies, decks, porches repair		
Storm/screen doors or any other improvements installed by Owners to exterior of units		

Windows, frames, panes and caulking around windows in connection with window replacement and repair		
Glass		
Skylights, including glass and frames		
Exterior door of a Unit, including peep holes, doorknobs and lock mechanisms		
Patio/balcony sliding doors		
Garage doors		
Garages		
Stairs and railing leading to units and landings outside unit doors		
light fixtures outside units - general cleaning and bulb replacement		
flood lights		
exterior water meters		
UTILITES		
Utilities and lines installed within individual Units including furnaces, heating, plumbing, lighting, telephone, garbage disposal, hot water equipment and appurtenances, which service only that Unit.		
Utilities and lines installed within or running through individual Units, which service more than one Unit.		

Utilities and lines installed outside individual Units, including furnaces, heating, plumbing, hot water equipment and appurtenances, but serving a single unit.		
Utilities and lines outside Unit, serving more than one unit		
Air Conditioners		
Water pipes, ducts and electrical wiring located within a unit and services only that unit		
Water pipes, ducts and electrical wiring outside a Unit servicing only one Unit		
Water pipes, ducts and electrical wiring outside a unit and servicing more than one Unit		
UNIT INTERIORS		
Fireplace box		
Fireplace flue repair and replacement		
Circuit boxes inside a Unit servicing exclusively that Unit.		
Circuit boxes inside Unit serving more than one Unit		
Circuit boxes inside a Unit servicing more than one Unit		
Window Coverings		
Furnishings		
Permanent fixtures including but not limited to ceiling fans, hand rails, cabinets and counter tops, as originally installed by developer		

Permanent fixtures including but not limited to ceiling fans, hand rails, cabinets and counter tops, as replaced by owners		
Appliances including oven, range, refrigerator and disposal		
Interior perimeter walls–finished surfaces		
Interior perimeter walls–non-finished surfaces		
Interior non-perimeter walls, ceilings and floors (finished and unfinished surfaces)		
Upper most perimeter ceilings of Units–finished surfaces		
Upper most perimeter ceilings of Units–unfinished surfaces		
Floor coverings including carpet, tile, vinyl and hardwood		
Subflooring		
GROUNDS		
Grass, trees, shrubbery, flowers and landscaping		
Ground maintenance, including grading		
Private roads, streets and drives, sidewalks, curbs, steps, walkways		
Tennis courts		
Racquetball courts		

Pool area and clubhouse		
Carports		
Fence around the pool		
Game room		
Sauna		
Sidewalks leading up to buildings		
Picnic areas		
Visitor parking areas, street signs and entry signs		
Irrigation system		
OTHER		
Garbage collection		
Snow removal		
Sewer services		
Water service		
Any improvement or installation installed by Owner, including satellite dishes, and not otherwise listed		

Common elements depicted on the Map or described in the Declaration and not otherwise listed		
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Notes:

1. A UTILITY (OR OTHER OBJECT) IS "WITHIN A UNIT" WHEN SUCH UTILITY OR OBJECT ENTERS THE DRYWALL OF A PERIMETER WALL OR CEILING OF A UNIT OR WHEN SUCH UTILITY OR OBJECT PASSES THROUGH THE SUBFLOOR.
2. IF MAINTENANCE OR REPAIR (INCLUDING MOLD REMEDIATION) IS REQUIRED TO ANY COMPONENT NORMALLY MAINTAINED BY THE ASSOCIATION (INCLUDING MOLD REMEDIATION), WHICH RESULTS FROM THE NEGLIGENCE OR INTENTIONAL ACT OF AN OWNER, SUCH OWNER SHALL BE RESPONSIBLE FOR THE COST OF THE MAINTENANCE.
3. IF MAINTENANCE OR REPAIR (INCLUDING MOLD REMEDIATION) IS REQUIRED FOR ANY OWNER MAINTAINED COMPONENT, WHICH IS CAUSED BY ASSOCIATION NEGLIGENCE, THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE COST OF SUCH MAINTENANCE OR REPAIR.