



The Harbours Condominium Association, Inc. Maintenance Responsibility Matrix

The maintenance, repair and replacement policies at The Harbours can be confusing. This document was prepared to alleviate confusion as to whether the Association or the owner is responsible for certain property. Some general guidelines are as follows:

1. Responsibilities for maintenance, repair and replacement are defined and described by the Association's Declaration and Code of By-Laws. This document is not intended to supplement or amend those recorded documents. Rather, it is a clarifying tool designed to help owners understand their responsibilities for maintenance and to answer the most commonly asked questions.
2. In general, the Association is responsible for maintenance, repair and replacement of the General Common Areas, including but not limited to land, roads, drives, building surfaces, building structures, utility networks serving multiple buildings or the Common Areas, foundations, perimeter walls and roofs. The Association is also generally responsible for "Limited Areas," which are a part of the "Common Areas" but reserved for the use and enjoyment of one or a few Unit owners.
3. In general, the owners are responsible for maintenance, repair and replacement of the contents of their "Units." The boundaries and contents of a "Unit" are specifically described by our Declaration. Generally speaking, this includes items and property located within the perimeter walls, including all drywall and plaster, as well as all utility lines, plumbing lines and electrical lines that serve one Unit.
4. Owners will generally be responsible for any damage to property caused by themselves, their guests or their tenants, regardless of ordinary maintenance responsibilities.
5. The priority, timing, method and financing of maintenance, repair and replacement will be determined by the Board in their business judgment.
6. The items on the attached matrix relate only to non-insurable ordinary maintenance, repair and replacement, not to damage or repairs covered by the Association's casualty insurance policy.
7. This list and the attached matrix serve only as guidelines designed to clarify responsibilities for maintenance, repair and replacement. If any items herein contradict the terms of the recorded Declaration, By-Laws, building plans or Articles of Incorporation, the recorded documents will control.
8. This is not intended to be an exhaustive list.



COA = Condominium Association
 HO = Homeowner

MAINTENANCE ITEM	COA	HO	Comments
Air Conditioner			
HVAC Equipment		X	
<i>Heating and Cooling Coil</i>		X	
<i>Fan</i>		X	
<i>Thermostats</i>		X	
Hallway Doors			
			Per Section 12 of the Declaration, "exterior doors" are the responsibility of the Unit owners.
<i>Knobs/Lock Mechanism</i>		X	
<i>Frame</i>		X	
<i>Caulking</i>		X	
<i>Painting – Exterior</i>		X	
<i>Outside Surface</i>		X	
<i>Interior Surface</i>		X	
<i>Locks</i>		X	
<i>Threshold</i>		X	
<i>Painting</i>		X	
<i>Warping</i>		X	
Walls & Floors of Unit			
<i>Perimeter & Exterior Walls</i>	X		
<i>Interiors of Structural Walls</i>	X		
<i>Structural Components of Flooring (Below Surfaces of Finished Flooring)</i>	X		
<i>Floor Coverings; Floor Surfaces</i>		X	
<i>Carpeting</i>		X	
<i>Wall Coverings</i>		X	
<i>Interior Walls & Doors</i>		X	
<i>Structural Components of Ceilings (Studs, Rafters, Beams Etc.)</i>	X		
<i>Attic Space</i>	X		
<i>Drywall/Plaster Affixed to Ceiling & Boundary Walls</i>		X	
<i>Interior - Paint</i>		X	
<i>Walls Between Horizontally Adjacent Units</i>	X		
<i>Floors Between Vertically</i>	X		



<i>Adjacent Units</i>			
Parking Areas			
<i>Garages & Parking Areas</i>	X		
<i>Individual Parking Spaces</i>	X		The Association is responsible for “Limited Areas” per Section 3.05 of By-Laws.
<i>Electrical Charging Station (If installed by Owner)</i>		X	
<i>Asphalt in Garages & Parking Areas</i>	X		
<i>Asphalt in Individual Parking Spaces</i>	X		
Water/Plumbing/Utilities			
<i>Plumbing/Utility Lines/Gas Lines Serving Individual Unit</i>		X	Owner’s responsibility for plumbing line/water line in its entirety, even portions located outside the physical boundaries of the Unit. <u>Sections 2 and 3 of Declaration.</u>
<i>Water Meter</i>	X		
<i>Disposal</i>		X	
<i>Faucets</i>		X	
<i>Interior Leaks</i>		X	
<i>Drain Clogging</i>		X	
<i>Underground Pipes</i>	X		
<i>Mains</i>	X		
<i>Pressure Regulator Valves</i>		X	
<i>Sanitary Sewer Lines Serving Buildings/Multiple Units</i>	X		
Water Heaters & Softeners			
<i>Repair and Replacement</i>		X	
<i>New Installation</i>		X	
Interior Fixtures			
<i>Hardware</i>		X	
<i>Cabinets</i>		X	
<i>Interior Doors</i>		X	



Counters		X	
Sinks		X	
Interior Plumbing		X	
Interior Lighting Fixtures		X	
Appliances & Equipment			
Shower/Tub, Toilet, Sinks		X	
Appliances & Equipment Serving Individual Unit		X	
Washer & Dryer		X	
Dishwasher		X	
Equipment Serving Multiple Units/Common Area	X		
Electrical			
Circuit Breakers/Box		X	
Interior Fixtures		X	
Outlets & Switches (Interior)		X	
Outlets & Fixtures (Exterior – Serving Individual Unit)		X	
Television Cable		X	
Telephones		X	
Satellite Dish		X	
Lines/Fixtures Serving Multiple Units and/or Common Areas	X		
Windows			
Glass & Screens		X	
Operations & Adjustments		X	
Weather-stripping		X	
Brick Mold Replacement (External)	X		
Painting & Caulking (Exterior)	X		
Painting & Caulking (Interior)		X	
Exterior Frames	X		
Sill (Interior)		X	
Sill (Exterior)	X		
Foundations, Exterior Wall Surfaces, Structural Elements and Structural Components of Buildings and Properties	X		
First & Second Floor of Building	X		
Dryer Vents		X	
Exterior Property			
Sidewalks, Streets, Driveways	X		
Removal of Garbage and Waste from Common Areas	X		
Snow Removal from Common Area	X		



<i>Yards & Landscaping</i>	X		
<i>Courtyards</i>	X		
<i>Gardens</i>	X		
<i>Fences, Retaining Walls</i>	X		
<i>Open Spaces</i>	X		
Roofs & Gutters	X		
Exterior Lighting Fixtures			
<i>Fixtures & Service Separately Metered to and/or Serving One Individual Unit</i>		X	
<i>Fixtures & Service Not Separately Metered to and/or Serving one Individual Unit</i>	X		
Hallways	X		
Intercom	X		
Stairwells	X		
Elevator	X		
Lobby	X		
Laundry Room	X		
Outside Décor of Buildings, Including Painting	X		
Pest Control			
<i>Pests/Rodents within Unit</i>		X	
<i>Pests/Rodents in Common Area</i>	X		
<i>Nests/Hives – Balcony</i>		X	
<i>Landscaping Pests</i>	X		
<i>Spraying/Baiting for Household Pests</i>		X	
<i>Termite Control in Common Area</i>	X		
<i>Termite Control within Unit</i>		X	
<i>Radon and Asbestos in Unit</i>		X	

This checklist is intended as a general summary of the respective responsibilities of the Association and homeowners. It is not an exhaustive list. Nothing in this checklist should be construed as giving homeowners authorization to perform alterations, modifications, or other work for which the Association's approval is required. Owners may not make any changes to the Common Areas or exterior portions of The Harbours without approval from the Association. Any homeowner-installed item shall be the responsibility of the homeowner to maintain. Further, the homeowner shall be responsible for any damage to the Common Area, an individual Unit, or any property caused by any improvement installed by the homeowner, by failure of the homeowner to maintain any improvement that is a responsibility of the homeowner, or negligent acts of the owner and/or his or her tenant, agent, or visitor.